

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 14, 1994

SUBJECT: VEHICLE PURSUIT REPORTING PROCEDURES - REVISED.

PURPOSE: This Order transfers the responsibility of the Department's statistical recap of vehicle pursuits from the Emergency Vehicle Operating Course (EVOC) Unit, Training Division, to Traffic Coordination Section, Operations-Headquarters Bureau. In addition, this Order revises responsibilities relating to pursuit reporting.

PROCEDURE:

I. TRAFFIC COORDINATION SECTION (TCS) RESPONSIBILITIES - REVISED. Traffic Coordination Section, Operations-Headquarters Bureau, shall be responsible for the following functions:

- * Filing and maintaining all original Vehicle Pursuit Reports, Form 1.14.
- * Sending all original California Highway Patrol (CHP) Pursuit Reports, Form 187, to the CHP.
- * Producing a semi-annual report on vehicle pursuit statistics for Department-wide distribution.
- * Filing and maintaining all Communications Division vehicle pursuit printouts.

II. DR NUMBERS FOR VEHICLE PURSUIT REPORTS. All Vehicle Pursuit Reports require a DR number. If a pursuit results in the completion of other related reports (i.e., arrest, crime, or traffic collision reports), the DR number for the related reports shall also be used for the Vehicle Pursuit Report. Copies of all related reports shall be distributed with the Vehicle Pursuit Report. If a pursuit is terminated without police action that requires other reports, a miscellaneous DR number shall be obtained for the Vehicle Pursuit Report.

Distribution.

- 1 - Original, Traffic Coordination Section (TCS)
- 1 - Copy, employee's commanding officer
- 1 - Copy, employee's bureau commanding officer
- 3 - TOTAL

III. SUPERVISORS' RESPONSIBILITIES - REVISED. Supervisors completing a Vehicle Pursuit Report shall also complete a CHP Pursuit Report, Form 187. Supervisors shall submit the original of both forms, with copies of all related reports, to the commanding officer of the involved employee.

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Note: Supervisors completing the Vehicle Pursuit Report and the CHP Pursuit Report shall ensure they are using the most current copy of both forms. The most current Vehicle Pursuit Report, Form 1.14, was revised 8-91. The most current CHP Pursuit Report, Form 187, was revised 12-92. Additional instructions for completion of the CHP Pursuit Report are outlined in a March 11, 1992, Support Services Bureau Notice entitled "State Requirement for Reporting Vehicle Pursuits", and in an April 2, 1993, Human Resources Bureau Notice entitled "Revised CHP Pursuit Report, Form 187 (12-92)".

- IV. BUREAU COMMANDING OFFICERS' RESPONSIBILITIES - REVISED.**
After the concerned bureau commanding officer reviews and approves a Vehicle Pursuit Report and CHP Pursuit Report, the **original** copy of the forms, with copies of all related reports, shall be immediately forwarded to TCS.

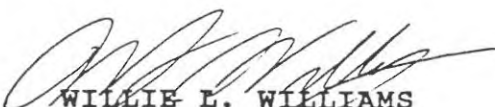
Note: This Order does not change the administrative review cycle of Vehicle Pursuit Reports or the amount of time allotted for review and distribution at each level of review (1/555.70).

- V. COMMUNICATIONS DIVISION RESPONSIBILITIES - REVISED.**
Communications Division shall forward all computer printouts for each vehicle pursuit to TCS daily.

FORMS AVAILABILITY: The Vehicle Pursuit Report, Form 1.14, is available at Supply Division. The CHP Pursuit Report, Form 187 (rev. 12-92), should be available at Supply Division 90 days after publication of this Order and can be ordered in pads of 25 using a Stores Requisition, Form 15.34; Description: Form PD CHP 187 Pursuit Report; Material Code: 8513708. Until the form is available, the attached form shall be duplicated as needed.

AMENDMENTS: This Order amends sections 1/555.55, 1/555.70, 2/640.05, and 2/1048.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE E. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

PURSUIT REPORT

CHP 187 (Rev 12-92) OPI 042

IMPORTANT - READ CAREFULLY

NUMBER - For CHP Use Only

NUMBER - Other Agency Use Only

Vehicle Code Section 14602.1 requires that "every state and local law enforcement agency, including, but not limited to, city police departments and county sheriffs", shall report to the Department of the California Highway Patrol, on a form approved by that department, all vehicle pursuit data". This form has been developed to record this information.

The definition of "vehicle pursuit" and instructions for completing and submitting this form are on the reverse.

SECTION I - THIS SECTION IS MANDATORY FOR ALL CALIFORNIA LAW ENFORCEMENT AGENCIES

A. CHP AREA/AGENCY NAME		B. DATE OF PURSUIT	C. TIME PURSUIT INITIATED	D. TOTAL TIME OF PURSUIT (Minutes)	E. AGENCY NCIC
F. DID YOUR AGENCY/AREA INITIATE THE PURSUIT? a <input type="checkbox"/> Yes b <input type="checkbox"/> No		G. I.D. NUMBERS OF OFFICERS INVOLVED (Do Not List Names)			
H. ORIGINAL VIOLATION OBSERVED BY AGENCY INITIATING THE PURSUIT a <input type="checkbox"/> Felony b <input type="checkbox"/> Misdemeanor c <input type="checkbox"/> Infraction		SECTION:		CODE:	
I. MOST SERIOUS VIOLATION SUSPECT(S) CHARGED WITH UPON TERMINATION OF THE PURSUIT a <input type="checkbox"/> Felony b <input type="checkbox"/> Misdemeanor c <input type="checkbox"/> Infraction d <input type="checkbox"/> Other:		SECTION:		CODE:	
J. IF THE SUSPECT WAS <input type="checkbox"/> WAS NOT <input type="checkbox"/> APPREHENDED, WHICH OF THE FOLLOWING MOST NEARLY DESCRIBES THE EVENT TERMINATING THE PURSUIT?					
a <input type="checkbox"/> Pursued driver voluntarily stopped		e <input type="checkbox"/> Pursuit aborted by law enforcement agency		i <input type="checkbox"/> Pursuit continued by allied agency	
b <input type="checkbox"/> Forcible stop		f <input type="checkbox"/> Pursued vehicle and pursuing vehicle collided		j <input type="checkbox"/> Pursued vehicle escaped pursuing vehicles	
c <input type="checkbox"/> Pursued vehicle became disabled		g <input type="checkbox"/> Pursued vehicle involved in collision		k <input type="checkbox"/> Other:	
d <input type="checkbox"/> Pursuing vehicle became disabled		h <input type="checkbox"/> Pursuing vehicle became involved in collision			
K. WERE THERE ANY INJURIES INCURRED AS A RESULT OF A COLLISION? a <input type="checkbox"/> Yes b <input type="checkbox"/> No					
If yes, indicate the number of each type of injury:					
Police Officer(s)		Suspect(s)		Other(s)	
Fatal Injury					
Severe Injury					
Other Visible Injury					
Complaint of Pain					
L. WERE ANY INJURIES INCURRED AFTER THE VEHICLE PURSUIT? a <input type="checkbox"/> Yes b <input type="checkbox"/> No					
If yes, indicate the number of each type of injury:					
Police Officer(s)		Suspect(s)		Other(s)	
Fatal Injury					
Severe Injury					
Other Visible Injury					
Complaint of Pain					

SECTION II - THIS SECTION IS MANDATORY FOR CHP

M. LOCATION AND/OR ROUTE(S)					
N. AGENCY INITIATING THE PURSUIT		O. CHP PARTICIPATION REQUESTED? a <input type="checkbox"/> Yes b <input type="checkbox"/> No c <input type="checkbox"/> N/A		P. NAME OF REQUESTING PERSON	
Q. NAME OF SUPERVISOR IN CHARGE		R. TIME NOTIFIED		S. INVOLVEMENT IN PURSUIT a <input type="checkbox"/> In Pursuit b <input type="checkbox"/> Via Radio c <input type="checkbox"/> Via Telephone d <input type="checkbox"/> None	
T. HIGHEST NUMBER OF CHP UNITS IN PURSUIT AT ONE TIME		U. NUMBER OF ALLIED AGENCY UNITS INVOLVED		V. OTHER CHP AREAS INVOLVED (Enter 4-digit NCICs)	
Ground Air		Ground Air			
W. TOTAL PURSUIT LENGTH (Distance)		X. ROADWAY TYPE - MAXIMUM SPEED ATTAINED <input type="checkbox"/> Maximum Freeway Speed: _____ <input type="checkbox"/> Maximum Surface Street Speed: _____			
Y. IF THE "YES" BOX WAS CHECKED FOR SECTION "K" ABOVE, COMPLETE THE FOLLOWING BOXES REGARDING THE COLLISION					
a <input type="checkbox"/> CHP involved		c <input type="checkbox"/> Other law enforcement agency involved			
b <input type="checkbox"/> Pursued vehicle involved		d <input type="checkbox"/> Other party involved			
Z. TYPE OF FORCIBLE STOP IMPLEMENTED:					
a <input type="checkbox"/> None		b <input type="checkbox"/> Spike Strip		c <input type="checkbox"/> Roadblock	
d <input type="checkbox"/> Ramming		e <input type="checkbox"/> Channelization		f <input type="checkbox"/> Other	
AA. CHP GUIDELINES FOLLOWED? a <input type="checkbox"/> Yes b <input type="checkbox"/> No		BB. DAMAGE TO CHP EQUIPMENT? a <input type="checkbox"/> Yes b <input type="checkbox"/> No		CC. INJURY TO CHP PERSONNEL? a <input type="checkbox"/> Yes b <input type="checkbox"/> No	
DD. SUSPECT NAME(S)					
EE. SUSPECT STATUS a <input type="checkbox"/> In-custody b <input type="checkbox"/> Released		FF. EVADED ARREST a <input type="checkbox"/> In Vehicle b <input type="checkbox"/> On Foot c <input type="checkbox"/> Other:			
GG. PURSUED VEHICLE TYPE: a <input type="checkbox"/> Automobile b <input type="checkbox"/> Motorcycle c <input type="checkbox"/> Pickup Van d <input type="checkbox"/> Truck Tractor/Trailer e <input type="checkbox"/> Other		YEAR		MAX	
		MODEL		LICENSE	
H. ATTACHED					
I. COPY OF CHP 187 FORWARDED TO: <input type="checkbox"/> Production Controls <input type="checkbox"/> Division					
J. SUPERVISOR'S SIGNATURE			K. COMMANDER'S SIGNATURE		

INSTRUCTIONS - READ CAREFULLY

Vehicle Pursuit Defined: An event involving one or more law enforcement officers attempting to apprehend a suspect operating a motor vehicle while the suspect is attempting to avoid arrest by using high speed driving or other evasive tactics, such as driving off a highway, turning sudden driving in a legal manner but willfully failing to yield to the officer's signal to stop.

INSTRUCTIONS FOR COMPLETING THIS FORM

- A. CHP Area/Agency Name - Enter the name of the CHP Area or allied law enforcement agency completing this form.
- B. Date Of Pursuit - Enter the date the pursuit was first initiated.
- C. Time Pursuit Initiated - Enter the time that the pursuit actually began (i.e., when the stop was initiated). If your agency was not the initiating agency, contact the initiating agency to correctly enter this time.
- D. Total Time Of Pursuit - Enter the total time in minutes that your agency was involved in the pursuit.
- E. Agency NCIC - Enter the 4-digit NCIC for the CHP area/agency completing this form.
- F. Did Your Agency Initiate The Pursuit? - Check the box indicating whether your agency initiated the pursuit.
- G. I.D. Numbers of Involved Officers - Enter only the I.D. numbers of the officers from your agency involved.
- H. Original Violation Observed by Agency Initiating The Pursuit - Check the box and enter the applicable section and code for the violation observed by the agency which initiated the traffic stop/pursuit. If your agency did not initiate the pursuit, leave this section blank.
- I. Most Serious Violation Suspect(s) Charged With Upon Termination Of The Pursuit - Check the box and enter the one most serious charge and the code (i.e., felony over misdemeanor) for which the suspect(s) was arrested at the end of the pursuit.
- J. If The Suspect Was, Or Was Not Apprehended, Which Of The Following Most Nearly Describes The Event Terminating The Pursuit? - In whether or not the suspect was apprehended and check the one box which applies to the event most nearly describing the event terminating the vehicle pursuit. If the pursuit was terminated by an event not listed, check the "other" box and write a short description of the event.(e.g., the suspect vehicle was "cornered" in an alley). A "forcible stop" is defined as: "The use of physical force or presence (i.e., roadblock, ramming, boxing-in, channelization, etc.).
- K. Were There Any Injuries Incurred As A Result Of A Collision? - If a collision occurred as a result of the vehicle pursuit while your agency was involved, check the "yes" box. If a collision occurred as a result of the vehicle pursuit before or after your agency was involved, check the "no" box. If the "yes" box is checked, indicate the number of each type of injury corresponding to the victim type (Police Officer, Suspect, or Other). "Suspect" includes all occupants of the pursued vehicle. "Other" includes any other victim of the vehicle pursuit (i.e., collision with other party, bystander, etc.).
- L. Were Any Injuries Incurred After The Vehicle Pursuit? - If any injuries were incurred by officers, suspects, bystanders, etc., as a result of any event occurring after the pursuit (e.g., foot pursuit, arrest, shooting), and while your agency was involved, check the "yes" box. Indicate the number of each type of injury corresponding to the victim type.

SUBMITTING THIS FORM—Complete this form and submit to:

California Highway Patrol
Attention: Production Controls
P.O. Box 942898
Sacramento, CA 94298-0001

Questions concerning the completion of this form should be directed to the California Highway Patrol, Management Information Section at (916) 357-7154.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 2, 1994

SUBJECT: EMPLOYEE COMMENDATION, FORM 1.18.1 - IMPLEMENTED

PURPOSE: In response to a Motion passed by the City Council's Public Safety Committee, an **additional** method has been established for the public to use in commending Department employees. This Order activates the Employee Commendation, Form 1.18.1, and establishes procedures for providing the form to the public. These procedures are in **addition** to existing methods used by the public to commend Department personnel; such as personal letters written to the Chief of Police, letters to commanding officers, and verbal commendations to supervisors.

PROCEDURE:

- I. EMPLOYEE COMMENDATION, FORM 1.18.1 - ACTIVATED. The Employee Commendation, Form 1.18.1, is activated.

Use of Form. This form is used solely by members of the public to commend Department employees. It shall be maintained in areas accessible to the public within police facilities.

Distribution.

- 1 - Original, Personnel Division, for filing in employee's personnel file.
- 1 - Commended employee's division employee folder.
- 1 - Commended employee.
- 3 - TOTAL

- II. RESPONSIBILITY FOR MAKING FORMS AVAILABLE TO THE PUBLIC. The following entities have the responsibility of ensuring that a supply of Employee Commendation forms and pre-addressed business reply envelopes marked "ATTN: Personnel Division" are maintained in areas accessible to the public.

- * Area commanding officers shall provide forms to all City Council field offices within their Areas, and ensure forms are available in the portions of their Area stations that are accessible to the public.
- * The Commanding Officer, Jail Division, shall ensure forms are made available at the Parker Center desk.
- * The Office of the Secretary, Police Commission, will ensure forms are available at the Police Commission.
- * All bureau and group commanding officers whose commands are accessible to the public shall ensure forms are made available to the public.

- * The Council Liaison Officer, Liaison Section, Chief of Staff, shall provide forms to all City Hall offices of the City Council and to the Mayor's office.

III. RESPONSIBILITIES OF DEPARTMENT PERSONNEL WHEN AN EMPLOYEE COMMENDATION, FORM 1.18.1, IS RECEIVED.

- A. Employees' Responsibilities.** Any employee who receives an Employee Commendation form shall ensure that it is forwarded to the concerned commanding officer.

Note: Department personnel shall not solicit completion of the Employee Commendation form.

- B. Commanding Officers' Responsibilities.** Commanding officers shall ensure that the Employee Commendation form is served upon the commended employee and that a copy is filed in the employee's division employee folder. The original of the served Employee Commendation form shall be forwarded to Personnel Division for filing in the employee's Department personnel package. If multiple employees are commended, the original and sufficient copies of the served Employee Commendation form shall be forwarded to Personnel Division for filing.

Upon determination that the Employee Commendation form is for an employee assigned to another command, the commanding officer shall ensure that the form is forwarded to the employee's commanding officer. If the commanding officer is unable to determine where the employee is assigned, the Employee Commendation form shall be forwarded to Personnel Division.

- C. Personnel Division's Responsibilities.** Upon receiving an Employee Commendation form from the public, Personnel Division shall route the form through appropriate channels to the commended employee's commanding officer to ensure proper service. Upon receiving an Employee Commendation form that has been served to and initialed by the commended employee, Personnel Division shall ensure that the form is placed in the employee's Department personnel file.

Whenever a form is received from a Department entity that was unable to determine the employee's current assignment, Personnel Division shall determine the

- * The Council Liaison Officer, Liaison Section, Chief of Staff, shall provide forms to all City Hall offices of the City Council and to the Mayor's office.

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Upon determination that the Employee Commendation form is for an employee assigned to another command, the commanding officer shall ensure that the form is forwarded to the employee's commanding officer. If the commanding officer is unable to determine where the employee is assigned, the Employee Commendation form shall be forwarded to Personnel Division.

- C. Personnel Division's Responsibilities.** Upon receiving an Employee Commendation form from the public, Personnel Division shall route the form through appropriate channels to the commended employee's commanding officer to ensure proper service. Upon receiving an Employee Commendation form that has been served to and initialed by the commended employee, Personnel Division shall ensure that the form is placed in the employee's Department personnel file.

Whenever a form is received from a Department entity that was unable to determine the employee's current assignment, Personnel Division shall determine the

FEBRUARY 2, 1994

FORM AVAILABILITY: The Employee Commendation, Form 1.18.1, and the pre-addressed business reply envelopes marked "ATTN: Personnel Division" are available at Supply Division.

AMENDMENT: This Order adds Sections 3/757, 3/757.05, 3/757.10, 3/757.15, and 5/1.18.1 to the Department Manual.

AUDIT RESPONSIBILITY: Each group and operations bureau commanding officer; the Commanding Officer, Human Resources Bureau; and the Chief of Staff, Office of the Chief of Police, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

MARCH 11, 1994

**SUBJECT: REQUEST FOR ADVERTISEMENT OF VACANT SWORN POSITION
FORM - ESTABLISHED**

PURPOSE: This Order establishes the Request for Advertisement of Vacant Sworn Position, Form 15.89, and outlines the procedures for advertising available sworn positions.

PROCEDURE:

**I. REQUEST FOR ADVERTISEMENT OF VACANT SWORN POSITION,
FORM 15.89 - ACTIVATED.**

- A. Use of Form.** This form is used by the commanding officer of a Department entity to advertise vacancies in advanced paygrade or coveted positions for the ranks of Lieutenant II and below.

Note: Coveted positions are defined as those Department sworn police officer assignments that are likely to assist an officer in developing the insight and skills necessary to enhance a career path of promotability toward the command and staff ranks.

- B. Completion - General.** A separate form shall be completed for each vacancy.

C. Distribution.

- 1 - Original, forwarded to Position Control Section, Personnel Division.
- 1 - Copy, retained at the Department entity advertising the vacant position.

II. ADVANCEMENT AND TRANSFER OPPORTUNITIES - REVISED. The "Sworn Paygrade Advancement and Transfer Opportunities Bulletin" is published by Human Resources Bureau to inform eligible officers within the ranks of Lieutenant II and below of vacancies in advanced paygrade or coveted positions.

Commanding officers who have, or anticipate, either an advanced paygrade or coveted position vacancy within the rank of Lieutenant II or below under their command shall notify Personnel Division as soon as they become aware of the vacancy by forwarding a Request for Advertisement of Vacant Sworn Position, Form 15.89, through the chain of command to Position Control Section, Personnel Division.

MARCH 11, 1994

This notification shall indicate the number of vacancies to be filled, the rank and/or paygrade position required to fill the vacancies, the duties of the position, and any special qualifications necessary. The Commanding Officer, Personnel Division, shall ensure that all Request for Advertisement of Vacant Sworn Position forms are properly reviewed and approved by the Officer-in-Charge, Position Control Section, prior to publication on a subsequent "Sworn Paygrade Advancement and Transfer Opportunities Bulletin".

Note: Anticipated vacancies should be based on transfers, retirements, or resignations that are reasonably certain to occur within 60 days from the date of the advertisement.

FORM AVAILABILITY: The Request for Advertisement of Vacant Sworn Position, Form 15.89, is attached for duplication and immediate use. Additional forms will be available for order at Supply Division within 90 days.

AMENDMENTS: This Order amends Sections 3/763.40 of, and adds Section 5/15.89 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT
REQUEST FOR ADVERTISEMENT OF VACANT SWORN POSITION

RANK AND PAYGRADE OF VACANCY	NO. OF VACANCIES	DATE PREPARED
JOB TITLE		DATE OF VACANCY
DIVISION	SECTION	POSITION NUMBER(S)
DIVISIONAL CONTACT PERSON	CONTACT TELEPHONE NO.	
DESCRIPTION OF DUTIES:		
COMMENTS: Indicate source of vacancy (include the name, rank, and serial number of the individual involved in the substitute authority, promotion, transfer, retirement, or resignation which created the vacancy).		
	REQUESTING EMPLOYEE'S SIGNATURE	DATE
APPROVED _____ DISAPPROVED _____	COMMANDING OFFICER'S SIGNATURE	DATE
Upon completion, this request should be submitted to Position Control Section, Personnel Division. Approved advertisements will be published on a subsequent SWORN PAYGRADE ADVANCEMENT AND TRANSFER OPPORTUNITIES BULLETIN .		
APPROVED _____ DISAPPROVED _____	POSITION CONTROL REVIEWER	DATE PUBLISHED
REVIEWER COMMENTS: Reason for disapproved advertisements and notification to requesting division.		
CANDIDATE SELECTED	EFFECTIVE DATE	TRANSFER ORDER NO.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

MARCH 18, 1994

SUBJECT: VICE ENFORCEMENT COORDINATOR - DUTIES

PURPOSE: As a result of the Department's reorganization, this Order transfers the responsibilities for vice enforcement coordination from the Office of Operations to the Commanding Officer, Criminal Intelligence Group. It additionally revises the distribution of the Vice Report, Form 3.18; Arrest Report, Form 5.2; Monthly Report of Secret Service Money, Form 15.37.0; Bureau Vice Arrest and Complaint Summary, Form 15.55; and Department Vice Arrest and Complaint Summary, Bureau and Department Totals, Form 15.55.1. These revisions will maintain the system of checks and balances over vice operations while allowing for the Department-wide coordination of vice activities.

PROCEDURE:

- I. COMMANDING OFFICER, CRIMINAL INTELLIGENCE GROUP - SPECIAL DUTIES.** The Commanding Officer, Criminal Intelligence Group, is the Department Vice Enforcement Coordinator and is responsible for:
 - * Providing functional supervision and coordination of all Department vice units;
 - * Making recommendations to the Chief of Police on vice policy and enforcement; and
 - * Conducting vice enforcement research as needed.
- II. CRIMINAL INTELLIGENCE GROUP - OFFICE OF THE COMMANDING OFFICER - SPECIAL DUTIES.** The office of the commanding officer shall be responsible for the following special duties regarding vice enforcement:
 - * Reviewing all Vice Reports, Form 3.18; Monthly Reports of Secret Service Money, Form 15.37.0; and Bureau Vice Arrest and Complaint Summaries, Form 15.55, completed by Department vice personnel.
 - * Completing the Vice Arrests/Information Summary, Form 15.54.2, and Department Vice Arrest and Complaint Summary, Form 15.55.1.
 - * Conducting audits of Department vice units.
 - * Scheduling quarterly meetings of vice unit officers-in-charge.
 - * Scheduling training for vice personnel.
 - * Issuing DR numbers for Vice Reports, Form 3.18.
 - * Maintaining files of monthly vice arrest recaps and minutes of meetings of vice unit officers-in-charge.
 - * Providing liaison with outside entities regarding vice enforcement.
 - * Distributing ABC License application requests.

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- * Maintaining a control log of all trap traces, pen registers, and call forwarding requests utilized by geographic vice units.
- * Acting as liaison with Communications Division and Telephone Liaison Section, Fiscal Operations Division.

III. REPORT DISTRIBUTION. When completed, the following reports shall be distributed to the Commanding Officer, Criminal Intelligence Group, instead of Evaluation and Administration Section, Office of Operations: Vice Report, Form 3.18; Bureau Vice Arrest and Complaint Summary, Form 15.55; and Department Vice Arrest and Complaint Summary, Bureau and Department Totals, Form 15.55.1. A copy of the Arrest Report, Form 5.2, shall also be distributed to the Commanding Officer, Criminal Intelligence Group, instead of Evaluation and Administration Section for all adult vice felony and misdemeanor arrests.

A copy of the Monthly Report of Secret Service Money, Form 15.37, shall be distributed to the Commanding Officer, Criminal Intelligence Group.

The remaining copies of the above reports shall be distributed as indicated in the Department Manual.

FORMS AVAILABILITY: The Monthly Report of Secret Service Money, Form 15.37, will be revised at the next routine printing. Existing stocks of the Form 15.37 should be used until depleted.

AMENDMENTS: This Order adds Sections 2/205.49 and 2/205.50 to, and amends Sections 2/920.01, 2/920.03, 5/3.18, 5/5.2, 5/15.55, and 5/15.55.1 of, the Department Manual.

AUDIT RESPONSIBILITY: The Chief of Staff shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 25, 1994

SUBJECT: VEHICLE IMPOUND, HOLD, AND RELEASE PROCEDURES - REVISED

PURPOSE: A review of Department procedures related to Vehicle Code Section 22651(o) and (p) revealed a need to modify those procedures. This Order revises vehicle impound, hold, and release procedures related to 22651(o) and (p) VC, reactivates and revises the Legal Owner's Release and Indemnification Agreement, Form 15.17, and revises the Field Book Divider - Vehicle Investigation, Form 18.36.

PROCEDURE:

- I. **OFFICER IMPOUNDING VEHICLES PURSUANT TO VEHICLE CODE SECTION 22651(o) OR (p) - RESPONSIBILITIES.** In addition to completing all necessary reports and notifications, an officer who causes the impound of a vehicle under authority of Section 22651(o) or (p) VC shall place a "HOLD" on the vehicle for the concerned Area Vehicle Coordinator.
- II. **HOLD ON VEHICLE - LIMITATIONS.** An impounded vehicle shall not be held for investigation longer than two business days, unless the vehicle has been impounded for a violation of Section 22651(o) or (p) VC.

Exception: The supervisor (Detective III or higher) of the detective responsible for the release of a vehicle which has been impounded as a result of an investigation not related to Section 22651(o) or (p) VC may authorize an extension when specific circumstances warrant. When an extension is warranted, the supervisor shall ensure the Area Vehicle Coordinator and the Official Police Garage (OPG) are notified of the extension and that the justification for the extension is recorded on the Investigator's Case Progress Log, Form 1.44.

Note: The release of a hold for a vehicle impounded pursuant to Section 22651(o) or (p) VC is not triggered by time, but action taken by the vehicle owner. Absent appropriate action by the vehicle owner, the vehicle shall be held until disposed of by the storing OPG. However, for OPG lien processing purposes only, the hold will lift six calendar days after the vehicle has been impounded.

- III. **RELEASE OF VEHICLES IMPOUNDED PURSUANT TO VEHICLE CODE SECTION 22651(o) OR (p).**
 - A. **Area Vehicle Coordinator or Releasing Officer - Responsibilities.** An employee releasing a vehicle shall determine if the vehicle was impounded from

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within his or her Area/division. If not, the employee shall refer the citizen to the appropriate Area, division, or governmental agency.

An employee authorizing the release of a vehicle which has been impounded pursuant to Section 22651(o) or (p) VC shall:

- * Refer the person requesting the release to the Department of Motor Vehicles when reasons exist which preclude a vehicle from being released (i.e., owner or agent does not possess a valid driver's license or the vehicle is not currently registered); or
- * Verify proof of registration for subsection (o) impounds, or possession of a valid driver's license for subsection (p) impounds, prior to releasing the vehicle;
- * Photocopy the bona fide identification and registration provided by the citizen and attach the copy to the Vehicle Investigation, Form 3.7;
- * Complete **all** of the information in the "Vehicle Release Order" box on the impound/hold copy of the Form 3.7; and
- * Ensure a copy of the properly completed vehicle release order is forwarded to the Area Vehicle Coordinator, Area of impound.

B. Documenting Release When Vehicle Report Unavailable.

When an employee is requested to release an impounded vehicle and the original "impound" Vehicle Investigation, Form 3.7, is unavailable, the employee shall query the Stolen Vehicle System to determine the DR number assigned to the impounded vehicle and ensure the citizen requesting the release is either the registered or legal owner. Using a blank Form 3.7, the employee shall:

- * Record the citizen's personal information (i.e., name, residence and business address, etc.) in the appropriate boxes on the Form 3.7;
- * Photocopy the bona fide identification provided by the citizen and attach the copy to the Form 3.7;
- * Check the "OK REL" box and complete the appropriate vehicle description boxes on the Form 3.7;
- * Complete the Vehicle Release Order portion of the Form 3.7;
- * Ensure the person requesting the release signs the release order (Form 3.7) in the space provided;
- * Release the vehicle and provide a **copy** of the Form 3.7 to the registered owner for presentation to the OPG; and

- * Forward the Form 3.7, with attachments, to the Area Vehicle Coordinator, Area of impound.

C. Release of Impounded Vehicle to the Individual or Corporate Legal Owner. An impounded vehicle which is available for release shall be released to the individual or corporate legal owner **only** when:

- * A reasonable search by the concerned investigating officer has failed to locate the present owner;
- * The individual or corporate legal owner, or the owner's representative, presents satisfactory personal identification and proof of ownership;
- * The legal owner or owner's representative has been provided with, and advised to complete, a Legal Owner's Release and Indemnification Agreement, Form 15.17; and
- * The legal owner or the owner's representative presents a completed copy of a Legal Owner's Release and Indemnification Agreement, Form 15.17.

Note: Patrol and detective divisions shall maintain an adequate supply of the Legal Owner's Release and Indemnification Agreement, Form 15.17, for public use.

D. Release of Impounded Vehicles During Non-Business Hours. During non-business hours, when the Area Vehicle Coordinator is not available, document verification and release authorization **shall** be completed by the patrol division watch commander.

Exception: Bureau commanding officers may exercise the option to centralize the document verification and release procedures for the entire bureau. However, document verification and release procedures for 22651(o) and (p) VC impounds shall be available 24 hours per day.

IV. DISTRIBUTION OF REPORTS RELATING TO PROPERTY IN THE CARE OF AN OFFICIAL POLICE GARAGE (OPG). When a crime occurs involving any property in the care of an OPG (stored at an OPG facility or in transit to an OPG facility), the employee completing the report shall cause a copy of the report to be sent to Commission Investigation Division (e.g., a fender being held as evidence at an OPG is stolen; a copy of the theft report shall be sent to Commission Investigation Division).

Note: When a hold has been placed on a vehicle in storage at an OPG, the Area Vehicle Control Clerk shall forward a copy of the report to the Department entity for which the hold has been placed.

MARCH 25, 1994

- V. **LEGAL OWNER'S RELEASE AND INDEMNIFICATION AGREEMENT, FORM 15.17 - REACTIVATED AND REVISED.** An audit of the Department vehicle release procedures disclosed a need to reactivate the Legal Owner's Release and Indemnification Agreement, Form 15.17. This form will enhance indemnification from liability for Department release of impounded vehicles to individual or corporate legal owners.

Use of Form. This form shall be used whenever an impounded vehicle is released to an individual or corporate legal owner.

Distribution.

- 1 - Original filed with the Vehicle Investigation, Form 3.07, in the detective division, Area of impound.

- VI. **FIELD BOOK DIVIDER - VEHICLE INVESTIGATION, FORM 18.36 - REVISED.** The Field Book Divider is revised to indicate that Commission Investigation Division shall be notified when a reported crime involves property in the care of an OPG.

FORMS AVAILABILITY: The attached copy of the reactivated and revised Legal Owner's Release and Indemnification Agreement, Form 15.17, shall be duplicated as necessary until the form is available through Supply Division. The Indemnification Agreement and the revised Field Book Divider - Vehicle Investigation, Form 18.36, will be available at Supply Division in about 90 days.

AMENDMENTS: This Order amends Sections 4/780.75, 4/780.77, 4/780.80, and 5/030.66 of; and adds Sections 4/222.18, 4/780.60, and 5/15.17.0 to; the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Commission Investigation Division, and the commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 25, 1994

SUBJECT: REMOVAL OF MAJOR COMPONENT VEHICLE PARTS AND RELATED FORMS REVISIONS

PURPOSE: A review of Department vehicle procedures revealed a need to implement procedures for the inspection of vehicles pursuant to Vehicle Code (VC) Section 2805 and the removal of major component vehicle parts pursuant to Section 10751 VC. It was further determined that the revision of vehicle related reports and their distribution would expedite the necessary follow-up investigation and release of vehicles to owners. This Order revises vehicle related procedures and the Vehicle Investigation Report, Form 3.7; the Notice of Stored/Impounded Vehicle, Form 15.23; and the Field Book Divider - Vehicle Investigation, Form 18.36.

PROCEDURE:

I. INSPECTION OF VEHICLES PURSUANT TO SECTION 2805 VC.

Pursuant to Section 2805 VC, a member of a city police department whose primary responsibility is to conduct vehicle theft investigations (auto detective) may inspect vehicles required to be registered under the Vehicle Code, or any identifiable vehicle component part thereof, for the purpose of locating stolen vehicles. These inspections shall be conducted only when the vehicle or component part thereof is in or on one of the locations outlined in Section 2805 VC. The officer may inspect the title or registration of those vehicles in order to establish the rightful ownership or possession of the vehicle or identifiable vehicle component. Detective commanding officers shall:

- * Ensure vehicle inspections pursuant to Section 2805 VC are conducted regularly;
- * Ensure Detectives III report the results of each inspection conducted during the previous month; and
- * Approve the wearing of the official Department jumpsuit in accordance with Manual Section 3/619.20.

Exception: Officers are prohibited from conducting warrantless inspections of automobile or motorcycle repair shops pursuant to 2805 VC.

II. REMOVAL OF MAJOR COMPONENT VEHICLE PARTS PURSUANT TO SECTION 10751 VC.

- A. Impounding Officer - Responsibilities.** Generally, officers should not remove vehicle parts in the field. When an officer determines that a vehicle has a part with an altered or removed vehicle identification

number, or has stolen parts attached which require removal, the officer shall comply with Section 4/220.90 of the Department Manual.

Note: If the officer recovers a major component vehicle part only (e.g., recovered engine), the officer shall obtain tow service as outlined in Department Manual Section 4/223.10. When practicable, the officer may transport the major vehicle component to the Official Police Garage (OPG) for storage. The impoundment of major component vehicle parts shall be reported on the Vehicle Investigation, Form 3.7.

B. Detective - Responsibilities. When a detective determines that an impounded vehicle has a vehicle part with an altered or removed vehicle identification number, or has stolen parts attached which require removal, the detective shall:

- * List the parts to be removed and the reason for removal on the Vehicle Report, Form 3.7;

Note: Non-matching serialized parts which are stolen or have an altered or removed vehicle identification number require a separate report and separate DR and shall be stored at an OPG.

Exception: Non-serialized parts may be listed on one report if recovered at the same time and location. Employees shall obtain a general DR for the non-serialized parts and note where the property is stored in the narrative of the report.

- * Request that the concerned detective commanding officer prepare correspondence on Department letterhead identifying the parts to be removed and directing the OPG storing the vehicle to remove and store the identified parts;
- * Request that the concerned OPG forward an invoice, listing the parts removed, to the concerned detective commanding officer;
- * Request that the concerned detective commanding officer prepare an Intradepartmental Correspondence, Form 15.2, requesting Fiscal Operations Division to remit payment to the OPG;
- * Forward the original OPG invoice and the request for payment (Intradepartmental Correspondence, Form 15.2) to Fiscal Operations Division; and
- * Authorize the release of the recovered parts as soon as practicable (4/550).

Note: The detective commanding officer shall ensure that the concerned Auto Detective III audits vehicle parts stored at OPG facilities every 30 calendar days to ensure timely disposition of such parts.

III. VEHICLE INVESTIGATION REPORT, FORM 3.7 - REVISED. The Form 3.7 is revised to:

- * Provide space for recording the presence or absence of major component vehicle parts;
- * Provide a space for the corresponding originating agency case (OCA) number;
- * Provide updated vehicle appraisal information;
- * Provide verification of license plates on vehicles at the time of theft;
- * Verify mailing of the Form 15.23; and
- * Ensure owners are advised of their duty to notify the Department if their vehicle is recovered by other than a law enforcement agency.

IV. NOTICE OF STORED/IMPOUNDED VEHICLE, FORM 15.23 - REVISED. The Form 15.23 has been revised to:

- * Provide vehicle release information to citizens whose vehicles have been impounded under California Vehicle Code (VC) Section 22651(o) or (p);
- * Notify owners of their obligation regarding the reporting of license plates missing from their recovered vehicles; and
- * Provide for notification to the present owner, registered owner, person reporting, and legal owner.

V. FIELD BOOK DIVIDER - VEHICLE INVESTIGATION, FORM 18.36 - REVISED. The Field Book Divider is revised to:

- * Indicate that major component vehicle parts are to be reported on the Vehicle Investigation, Form 3.7, when stolen, lost, recovered, found, or impounded; and
- * Indicate that verification should be provided on the Vehicle Investigation, Form 3.7, when license plates were on the vehicle at the time of theft or loss.

FORMS AVAILABILITY: The Vehicle Investigation Report, Form 3.7, and Notice of Stored/Impounded Vehicle, Form 15.23, will be revised at the next routine printing. The Field Book Divider - Vehicle Investigation, Form 18.36, will be available at Supply Division in about 90 days.

AMENDMENTS: This Order amends Sections 4/220.10, 5/3.1C, 5/3.7, and 5/15.23 of; and adds Sections 4/222.42 and 4/780.24 to; the Department Manual.

MARCH 25, 1994

AUDIT RESPONSIBILITY: The Commanding Officer, Commission Investigation Division, and the commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read 'Willie L. Williams', is written over the typed name.

WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

APRIL 1, 1994

SUBJECT: POLICE RESERVE OFFICER CORPS - REVISED PROCEDURES

PURPOSE: This Order revises procedures regarding police reserve officers, the purchase of City-owned firearms by retiring police reserve officers, and deactivates the reserve officer adjutant insignia.

PROCEDURE:

I. CLASSIFICATION OF POLICE RESERVE OFFICERS - REVISED.

- * **Line Police Reserve Officer - Defined.** Line police reserve officers are those officers that have successfully completed the basic training course for peace officers prescribed by the Commission on Peace Officer Standards and Training (POST). These officers must also meet Department standards for regular officers. Line police reserve officers are required to complete two tours of duty (16 hours) per deployment period.

Police reserve officers who have completed Department Academy training for line reserve officers, but have not passed the self defense test, shall be classified as non-field certified line reserve officers.

- * **Designated Level I Officer - Defined.** After a line police reserve officer has successfully completed a one-year probationary period, including a minimum of 200 hours worked in a patrol assignment, the Chief of Police may designate, per the Administrative Code, the officer as Designated Level I police reserve officer. Designated Level I (DL-I) status gives the police reserve officer the full powers and duties of a peace officer as provided by Section 830.1 of the California Penal Code. Designated Level I police reserve officers are required to complete two tours of duty (16 hours) per deployment period.

- * **Certified Designated Level I Officer - Defined.** Police reserve officers with a minimum of 2000 hours of service as a Designated Level I officer with the Los Angeles Police Department may apply to become a Certified Designated Level I (CDL-I) officer. Upon approval of the Department Police Reserve Corps Coordinator, Personnel Group, the police reserve officer may become a Certified Designated Level I officer. A CDL-I police reserve officer does not have to work under the supervision of a full time police officer and may work under the direct supervision of a

APRIL 1, 1994

police sergeant. Certified Designated Level I police reserve officers are required to complete two tours of duty (16 hours) per deployment period.

- * **Technical Police Reserve Officer - Defined.** Technical police reserve officers are police reserve officers who have successfully completed the POST prescribed course for Designated Level III police reserve officers. These police reserve officers have peace officer status **only** while on duty. They shall normally wear a uniform and badge, but shall **not** carry a firearm. The technical reserve officer's basic function is to supplement Department personnel in various support positions. Technical police reserve officers are required to complete two tours of duty (16 hours) per deployment period.
- * **Specialist Reserve Officer - Defined.** Specialist police reserve officers are volunteers who have special talents which may be utilized by the Department when there is a need for their services. These officers do not have peace officer status. City identification cards, distinct from those issued to peace officers, will be furnished to specialist police reserve officers. Specialist police reserve officers are not required to work a specified number of tours of duty.

II. ASSIGNMENT OF POLICE RESERVE OFFICERS - REVISED. While on duty, and at the direction of their commanding officer, police reserve officers shall be deployed as follows:

- * **Certified Designated Level I Status.** A police reserve having Certified Designated Level I status may be assigned any duties normally performed by a full time police officer, including, but not limited to, the following:
 - * Uniformed Patrol
 - * Collision Investigation
 - * Vice
 - * Any additional assignments as determined by the Chief of Police.
- * **Line Status and Designated Level I Status.** A police reserve officer having Line Status or Designated Level I Status and under the supervision of a full-time police officer may be assigned any duties normally performed by a full-time police officer, including, but not limited to, the following:
 - * Uniformed Patrol
 - * Collision Investigation

- * Vice
- * Any additional assignment as determined by the Chief of Police.

Note: Non-field certified line reserve officers are limited to non-enforcement duties.

- * **Technical Status.** A police reserve officer having technical status shall be assigned to non-enforcement duties, including, but not limited to, the following:
 - * Area desk
 - * Communications
 - * Community relations
 - * Detective (non-enforcement)
 - * IBARS (Immediate Booking and Release System)
 - * Juvenile Division (non-enforcement)
 - * Report writing car (non-enforcement)
- * **Specialist Status.** A police reserve officer having specialist status shall function primarily as a consultant and perform special assignments, including, but not limited to, the following:
 - * Chemist
 - * Physician
 - * Teacher
 - * Advertising Artist
 - * Photographer
 - * Statistician
 - * Computer Systems Analyst
 - * Computer Programmer
 - * Technical Writer
 - * Criminalist
 - * Chaplain
- * **Riots, Disaster, or Civil Defense -** Police reserve officers may be deployed for riot, disaster, or civil defense operations at the discretion of the Department Commander.

Note: In no case shall the requirements of the assignment exceed the training and abilities of the police reserve officer.

- III. OFF-DUTY POLICE RESERVE OFFICERS - RESPONSIBILITIES.** Designated Level I line police reserve and Certified Designated Level I police reserve officers shall have full peace officer status and shall be guided by Department policies and procedures when engaging in police action on or off duty.

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Off-duty police reserve officers who do not have DL-I or CDL-I status do not have full peace officer status or powers and shall not identify or represent themselves to be police officers under any circumstances.

IV. POLICE RESERVE OFFICERS NON-ATTENDANCE - REVISED.

- A. Area or Division Police Reserve Coordinator - Responsibilities.** When a police reserve officer has failed to meet his or her attendance obligation of two shifts of duty in a deployment period, the Area/division Police Reserve Corps Coordinator shall determine the reason for the non-attendance. The Reserve Corps Coordinator shall report the reason for such non-attendance by completing an Employee's Report, Form 15.7, and forwarding it to the Officer-in-Charge, Reserve Coordination Section, Personnel Group.
- B. Police Reserve Officer - Responsibilities.** A police reserve officer who is unable to complete the required shifts in a deployment period due to illness, vacation, or other legitimate reasons, shall notify the concerned Area/division Police Reserve Corps Coordinator prior to the non-attendance.

Note: The monthly expense reimbursement shall not be paid when a police reserve officer has failed to complete two shifts of duty in a deployment period, regardless of the reason for the non-attendance.

V. POLICE RESERVE OFFICERS CHANGE OF EMPLOYMENT - REVISED.

- A. Police Reserve Officer - Responsibilities.** A police reserve officer who changes his or her employment, or acquires any additional employment, shall report the change or addition by submitting an Employee's Report to the concerned officer's watch commander during his or her next regular duty assignment. The Employee's Report shall contain the name of the new employer, the type of business, and the specific duties of the police reserve officer.
- B. Watch Commander - Responsibilities.** Watch commanders shall forward the Employee's Report, via the Area or division commanding officer, to the Officer-in-Charge, Reserve Coordination Section, Personnel Group.

VI. PURCHASE OF CITY-OWNED PERSONAL EQUIPMENT BY RETIRING POLICE RESERVE OFFICERS - REVISED. Police reserve officers eligible for a retirement identification card will be permitted to purchase their Department-issued firearm.

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VII. EXPENSE REIMBURSEMENT POLICE RESERVE CORPS - REVISED. The following procedures shall be followed to ensure proper payment of expense reimbursement for police reserve officers:

- * At the end of each deployment period the Area/division Police Reserve Corps Coordinator shall note on the deployment report any personnel changes not reflected on the report.
- * The Area/division commanding officer shall certify the deployment report by affixing their signature, rank, and title following the last entry.
- * The deployment report shall be forwarded to the Reserve Coordination Section within seven working days following the end of the deployment period.
- * A roster of all police reserve personnel shall be compiled by the Reserve Coordination Section and forwarded to Fiscal Operations Division on a semi-annual basis.
- * Fiscal Operations Division shall then transmit the rosters to the Office of the City Controller semi-annually.

VIII. RESERVE OFFICER DUTY-CONNECTED INJURY OR ILLNESS REPORTING AND RETURNING TO DUTY - REVISED.

Supervisor - Responsibilities. When a police reserve officer sustains a service connected injury or illness, a supervisor shall prepare the Employer's Report of Occupational Injury, Form General 166. The supervisor shall comply with the same Department provisions for investigating regular sworn personnel injuries (3/711.21).

Police Reserve Officers - Responsibilities. A police reserve officer who has recovered from a service connected injury and desires to return to duty shall obtain a letter from the officer's treating physician or a Duty Certificate, Form PDAS 43, signed by the physician. The letter shall describe the extent of the injury and indicate that he or she is certified to return to full-duty status. The police reserve officer shall submit the letter or Duty Certificate to his or her supervisor prior to the beginning of the next tour of duty. The Duty Certificate or the treating physician's letter shall be forwarded to the officer's commanding officer.

Note: When an on-duty police reserve officer has sustained a serious injury or is hospitalized, the officer's supervisor shall immediately notify the Officer-in-Charge, Medical Liaison Section, Personnel Division. When Personnel Division is closed, notification shall be made to the Watch Commander, Detective Headquarters

Division, who shall contact the Medical Liaison Section Duty Officer.

IX. MEDICAL LEAVE OF ABSENCE OR TERMINATION OF POLICE RESERVE OFFICERS - REVISED.

- A. Police Reserve Officer - Responsibilities.** When a police reserve officer sustains an illness or injury causing the officer to be unable to complete his or her required tour of duty during any deployment period, the officer shall notify the Area/division Police Reserve Corps Coordinator prior to the non-attendance.
- B. Area/Division Police Reserve Coordinator - Responsibilities.** When notified of an illness or injury that will result in non-attendance for a period of six months or longer, the Area/division Police Reserve Corps Coordinator shall report the reason for such non-attendance by completing an Employee's Report and forwarding it to the Officer-in-Charge, Reserve Coordination Section, Personnel Group, for investigation of the matter. The police reserve officer shall be excused from all tours of duty pending the results of the investigation.
- C. Officer-in-Charge, Reserve Coordination Section - Responsibilities.** When the Reserve Coordination Section's investigation reveals that a police reserve officer will not be able to properly and safely perform regular police duties for an extended period of time, the Officer-in-Charge, Reserve Coordination Section, shall submit an Employee's Report to the Department Police Reserve Corps Coordinator. The Employee's Report shall contain:
- * A description of the illness or injury.
 - * A description of how the illness or injury was sustained.
 - * Pertinent medical data and the doctor's prognosis.
 - * A recommendation concerning the police reserve officer's continued employment - leave of absence or termination from the Police Reserve Corps.
- D. Department Police Reserve Corps Coordinator, Personnel Group - Responsibilities.** The Department Police Reserve Corps Coordinator shall be responsible for supplying written notification, through channels, to the Area/division Police Reserve Corps Coordinator, who shall inform the police reserve officer of the results of the investigation.

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X. ARREST OF POLICE RESERVE CORPS MEMBERS - REVISED. When a police reserve officer is arrested, the watch commander from the area of arrest shall:

- * Immediately notify the police reserve officer's commanding officer of the arrest.

Note: When the concerned police reserve officer's commanding officer is not available, the watch commander in the police reserve officer's Area of assignment shall be notified.

- * Notify the police reserve officer's bureau commanding officer and request booking advice.


Note: When the concerned bureau commanding officer is unavailable, the notification and request for booking advice shall be made to a commander in that bureau. These notifications may be made through the Watch Commander, Detective Headquarters Division, when the concerned bureau office is closed.

- * Immediately notify the Department Police Reserve Corps Coordinator.
- * Immediately forward any Department-issued equipment in the officer's possession along with one copy of the related arrest report, to the Officer-in-Charge, Reserve Coordination Section, Personnel Group.

XI. RESERVE OFFICER ADJUTANT INSIGNIA - DEACTIVATED. The police reserve officer adjutant insignia is deactivated and shall no longer be worn by the reserve adjutant.

AMENDMENTS: This Order amends Sections 3/252.15, 3/252.20, 3/252.25, 3/252.60, 3/252.70, 3/376.18, 3/705.80, 3/716.10, 3/716.30, and 4/645.16 and deletes Section 3/635.80 of the Department Manual.

AUDIT RESPONSIBILITY: All bureau commanding officers and commanding officers of groups not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

APRIL 8, 1994

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain revisions to the Department Manual.

PROCEDURE:

I. ELIMINATION OF THE BICYCLE INVESTIGATION REPORT, FORM 3.12. In June of 1992, the Automated Property Information Management System (APIMS) became fully operational at Property Division and all geographic Areas. It has been determined that current bicycle reporting forms and procedures conflict with and complicate APIMS booking procedures. This Order deactivates the Bicycle Investigation Report, Form 3.12, and replaces it with use of the Preliminary Investigation Report (PIR), Form 3.1, or the Property Report, Form 10.1, for reporting bicycle thefts, losses and recoveries.

A. BICYCLE INVESTIGATION REPORT, FORM 3.12 - DEACTIVATED. The Bicycle Investigation Report is deactivated. Unused stocks of the Bicycle Investigation Report shall be discarded via recycling bins.

B. REPORTING LOST/STOLEN BICYCLES. Lost or stolen bicycles shall be reported on a PIR and handled as any other lost or theft report. Any and all pertinent descriptive information, including but not limited to the bicycle's make, frame number, model number, gender, speed, color, wheel and tire size, condition, and any special equipment or marks shall be included in the report.

C. RECOVERIES/BOOKINGS/IMPOUNDING OF BICYCLES. All bicycles which are recovered, impounded, or booked as evidence shall be reported on a Property Report. The report SHALL include, as a minimum, the make, frame number, gender, and speed. If these descriptors are missing, property officers will not accept the bicycle. If available, also include the color, model number, wheel and tire size, condition, and any special equipment or marks. Officers shall query the Automated Property System to determine if a bicycle is stolen and document the results of the query in the report.

Note: If a bicycle does not have a make or frame number, that fact shall be included in the narrative of the Property Report. The requirement that LA numbers be stamped on bicycles without frame numbers is eliminated.

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- D. DR NUMBERS.** Individual DR numbers for bicycles are no longer required. Crime, evidence, or non-evidence DR numbers for bicycles shall be obtained just as they would for any other item. If the bicycle is recovered and a lost or stolen LAPD DR number exists, that original DR number shall be used.
- E. PROPERTY OFFICERS' RESPONSIBILITIES.** Property officers shall ensure that prior to receiving a bicycle into their custody, the proper report contains the following information: The bicycle make, or note if unknown; the frame number or note its absence; gender; and the speed. Should any of these items be missing from the report, the bicycle will not be accepted into property until the necessary corrections have been made.
- F. DISTRIBUTION.** (For all reports related to bicycles)
- 1 - Original, Records and Identification Division
 - 1 - Records unit, Area of occurrence
 - 2 - Detective division, Area of occurrence
 - 1 - Bicycle Detail, Juvenile Division
 - 5 - TOTAL

EXTRA COPY DISTRIBUTION.

- 3 - Records unit, Area stolen, if different from Area recovered
- 1 - Information Resources Division, if stolen or recovered
- 1 - Property room, Area of occurrence, if retained in police custody

AMENDMENTS: This Order amends Sections 2/620.43, 2/1124.03, 4/236.10, 4/236.20, 4/236.30, 4/236.50, 4/236.75, 4/755.80, 5/030.35, and 5/040.70; and deletes Sections 4/236.60 and 5/3.12 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Fiscal Support Bureau and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. FIREARMS - REVISED.** This Order revises procedures for obtaining approval to use firearms other than those firearms that meet Department specifications for special duty assignments and clarifies requirements for the approval of concealable firearms to be carried by officers on or off duty. Additionally, this Order consolidates Department Manual sections regarding the definitions of primary, additional/backup, and privately-owned weapons into Section 3/610.20 for clarity.

APRIL 8, 1994

- A. APPROVAL OF CONCEALABLE FIREARMS.** All firearms to be carried by sworn personnel on or off duty by virtue of their employment as peace officers shall be approved by the Department Armorer and may include:

Primary Weapon. A primary weapon is the Department approved firearm which officers are **required** to carry on duty.

Additional Weapon/Backup Weapons. An additional or backup weapon is a Department-approved weapon that shall be carried in a concealed manner.

Privately-Owned Firearms. On-duty officers may carry, as their primary or additional/backup weapon, a privately-owned firearm that meets Department specifications.

- B. SPECIAL DUTY ASSIGNMENTS.** Officers in special duty assignments may carry firearms other than those described as primary or additional/backup weapons as long as the firearms are consistent with the particular assignment and prior written approval is obtained from the officers' bureau or group commanding officer. All of these firearms shall be approved by the Department Armorer (4/610.20).

Note: Special duty assignments include, but are not limited to, Special Weapons and Tactics Teams, Detective Support Division, and vice and narcotics enforcement.

AMENDMENTS: This Order adds Section 3/610.11 to; deletes Sections 3/610.12, 3/610.14, 3/610.17, and 3/611.10 from; and revises Sections 3/610.20 and 3/610.67 of, the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officers of each operations bureau, Human Resources Bureau, and each group not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. LOADING OF REVOLVERS USING LOADING BARRELS.** Department Manual Section 3/610.95 outlines the procedure for loading and unloading semiautomatic pistols using the Department loading/unloading barrels. A recent review of this procedure and accidental discharges of weapons revealed the need to amend the current procedure to include the loading and unloading of revolvers.

APRIL 8, 1994

Effective immediately, personnel loading or unloading a revolver or semiautomatic pistol shall use Department loading/unloading barrels. Personnel shall follow all applicable instructions posted on the barrels whenever loading or unloading any weapon.

AMENDMENTS: This Order amends Section 3/610.95 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each bureau and each group not within a bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

APRIL 14, 1994

**SUBJECT: BOOKING OF EVIDENCE TO BE ANALYZED DIRECTLY INTO
SCIENTIFIC INVESTIGATION DIVISION**

PURPOSE: Office of Operations (OO) Order No.3, 1992, Establishment of an Evidence Courier System, announced the implementation of the evidence courier system. Since the publication of OO Order No. 3, the Evidence Control Unit has been established within Scientific Investigation Division and procedures relating to the Courier Unit have been modified.

This Order establishes the Evidence Control Unit (ECU), Scientific Investigation Division (SID), and expands procedures for the booking of evidence to be analyzed directly into the ECU. Additionally, this Order activates the Analyzed Evidence Control Log, Form 10.11.1, to ensure accountability of items to be transported and booked; the SID Court Evidence Request Log, Form 10.11.2, which is used by officers to notify SID when analyzed evidence is needed for court; and the Court Evidence Control Log, Form 10.11.3, which allows SID to account for and track evidence transported for court.

Note: Office of Operations Order No. 3 named the SID courier temporary storage lockers the "Area Interim Storage Center (AISC)". Research has indicated that this may cause confusion with the Area property room interim storage locker. Any property which requires analysis shall be placed in one of three SID courier temporary storage lockers: The shelf storage locker, refrigerator, or freezer. The term "AISC" will no longer be used.

PROCEDURE:

I. ANALYZED EVIDENCE CONTROL LOG, FORM 10.11.1 - ACTIVATED.

- A. Use of Form.** The Analyzed Evidence Control Log, Form 10.11.1, is used to log evidence which needs to be analyzed that is placed in the Scientific Investigation Division (SID) courier temporary storage locker at Area stations or at the Central and Valley Property Sections of Property Division.
- B. Completion.** Each Department employee placing such evidence into the SID courier temporary storage locker shall complete an entry on the Analyzed Evidence Control Log. The watch commander or designated supervisor shall approve the placement of the evidence to be analyzed into the SID courier temporary storage locker by signing the appropriate "Supervisor Approving" box. The SID courier shall sign the "Accepted By" box after receiving the evidence to be

analyzed. A copy of the signed Analyzed Evidence Control Log will be retained at the Area. The original Analyzed Evidence Control Log shall be kept with the evidence. Scientific Investigation Division shall maintain a control file of the Analyzed Evidence Control Logs.

C. Distribution.

- 1 - Original, SID.
- 1 - Copy, Area of temporary storage
- 2 - TOTAL

II. SID COURT EVIDENCE REQUEST LOG, FORM 10.11.2 - ACTIVATED.

- A. Use of Form.** The SID Court Evidence Request Log, Form 10.11.2, is used by Department employees to request delivery of analyzed evidence needed for court purposes from the Evidence Control Unit (ECU), SID, to an SID courier temporary storage locker. This form is maintained at each SID courier temporary storage locker.

Note: Scientific Investigation Division courier temporary storage lockers for Central and Van Nuys Areas are located at Central and Valley Property Sections.

- B. Completion.** Immediately upon becoming aware that evidence stored at the ECU will be required for court, the employee responsible for providing that evidence to the court shall complete an entry on the SID Court Evidence Request Log. The SID courier shall pick-up the SID Court Evidence Request Log during the regularly scheduled pick up and deliver it to the ECU for processing. Scientific Investigation Division shall maintain a control file of the Court Evidence Request Logs.

Note: An employee receiving a subpoena less than three court days prior to a scheduled court date may contact the ECU telephonically during business hours at (213) 485-1246 and request that the evidence be delivered by the SID courier to the SID courier temporary storage locker most convenient for pick up. **Employees shall not sign out evidence at the ECU.**

C. Distribution.

- 1 - Original, SID

III. COURT EVIDENCE CONTROL LOG, FORM 10.11.3 - ACTIVATED.

- A. Use of Form.** The Court Evidence Control Log, Form 10.11.3, accompanies evidence delivered by the SID courier for court.
- B. Completion.** The property officer at the ECU who prepares evidence requested by employees for court initiates the Court Evidence Control Log. The log, along with the evidence for court, is delivered to the requested SID courier temporary storage locker by the SID courier. A supervisor shall sign for receipt of the evidence. The employee requesting evidence for court shall sign it out in the presence of a supervisor by signing his or her name, serial number, and division of assignment on the Court Evidence Control Log in the "Checked Out By" box. If the evidence is not received into court, it shall be returned to the SID courier temporary storage locker from which it was withdrawn and signed in the "Package or Receipt Returned By" box **the same day**. If the item has been received into court, two completed Property Court Receipts, Form 10.03.2, shall be returned to the SID courier temporary storage locker and the Court Evidence Control Log appropriately completed.

Note: The Property Court Receipt is generated by the ECU and delivered to the SID courier temporary storage locker with the court evidence.

If a case is trailed to the following day, the employee shall attach a note to the evidence, return it to the SID courier temporary storage locker, and mark the appropriate box on the Court Evidence Control Log. If the case is trailed for more than one court day, the employee shall return the item to the SID courier temporary storage locker and re-request the item on the SID Court Evidence Request Log. Scientific Investigation Division shall maintain a control file of the Court Evidence Control Log.

C. Distribution.

1 - Original, SID

IV. CRIMINALISTICS SECTION, SCIENTIFIC INVESTIGATION DIVISION, FUNCTIONS - REVISED. The ECU has been established within the Criminalistics Section, SID, and has responsibility for the direct intake of all evidence to be analyzed and for the storage of the following:

- * Narcotics bookings under 30 pounds net weight;
- * All blood and urine samples;
- * Guns during processing, which will be retained as capacity allows;
- * Biological evidence; and
- * Evidence which requires latent fingerprint or other analysis, which will be retained as capacity allows.

The Criminalistics Section is responsible for operating the Courier Unit for the pick up and transfer of evidence to be analyzed to and from Area stations, the ECU, and Central and Valley Property Sections.

Note: With the approval of the Commanding Officer, SID, the Courier Unit may be used to pick up and deliver selected items other than evidence to be analyzed, e.g., reports or booked money eligible for deposit, to the extent that the efficiency of courier operations is not jeopardized.

- V. **BOOKING ANALYZED EVIDENCE - REVISED.** Evidence to be transported to SID shall be placed into the SID courier temporary storage locker.

Exceptions:

- * Items too large for temporary storage lockers;
- * Narcotics seizures in excess of 30 pounds net weight (4/540.75);
- * Explosives not considered safe (4/540.20);
- * Hazardous chemicals or materials (4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

- * Toluene-soaked rags or other evidence open to the air requiring special handling (4/515.10); and

Note: During hours when SID is closed, employees requiring evidence handling or storage advice shall telephonically contact an SID criminalist via Detective Headquarters Division (DHD).

- * Any amount of PCP in a container one-half gallon or larger or a total of one-half gallon or more of PCP (4/540.72).

These lockers **shall not** be used for temporary storage of evidence to be booked into the Area property room.

- A. **Booking Employee - Responsibilities.** Employees booking all types of evidence to be analyzed shall place a red Analyzed Evidence Seal, Form 10.12.7, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A red Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

Note: The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a telephonic request for the analysis shall be made to SID. Scientific Investigation Division shall make arrangements with Property Division for the SID courier to transport the item for analysis.

Following supervisory approval of packaging and related reports, the booking employee shall:

- * Place the evidence and reports into the appropriate SID courier temporary storage locker; and

Note: Entry into the narcotics evidence locker shall be restricted to the on-duty watch commander or a supervisor designated by the watch commander. Each entry into the narcotics evidence locker shall be witnessed by another sworn employee.

- * Complete the Analyzed Evidence Control Log.

Note: Personnel assigned to specialized divisions or sections shall use Area SID courier temporary storage locker facilities. Specialized division personnel shall notify the Area watch commander prior to placing any property in the storage locker. If there is insufficient space in the SID courier temporary storage locker, or if distance precludes use of Area facilities, evidence shall be taken directly to the ECU for booking. When the ECU is closed, such evidence shall be transported to Central or Valley Property Sections.

B. Supervisor - Responsibilities. The supervisor reviewing the evidence to be analyzed shall:

- * Ensure the evidence is properly packaged and, if a firearm, properly cleared;
- * Place all evidence to be analyzed into the SID courier temporary storage locker and secure the locker;
- * Review related reports for accuracy of completion; and
- * Upon approval of packaging and reports, sign the Analyzed Evidence Control Log signifying readiness of the evidence for courier pick up and analysis.

C. Watch Commander - Responsibilities. The watch commander of an Area or facility with SID courier temporary storage lockers shall:

- * At the start of each watch, inventory any evidence in the SID courier temporary storage locker to ensure that the contents correspond with the Analyzed Evidence Control Log and immediately reconcile any discrepancies;
- * Remove evidence from the SID courier temporary storage locker as requested by the SID courier;
- * Ensure that any booking irregularities identified by the courier are immediately corrected by on-duty Area personnel, and a Follow-Up Investigation, Form 3.14, is completed when appropriate;
- * Retain a copy of the Analyzed Evidence Control Log after it has been reviewed and signed by the SID courier;
- * When the Area property room is closed, accept any transferred evidence from the SID courier and place it in the Area property room interim storage locker; and
- * Accept and appropriately store any evidence submitted by Property Division personnel for transfer to SID or any other Property Division facility.

D. Investigative Personnel - Responsibilities. Concerned investigative personnel shall make a telephonic request to SID for evidence analysis as soon as it becomes apparent that the evidence will be needed to further the case investigation or prosecution. Items being held **only** for latent print analysis shall be booked directly into a Property Division facility, Area property room, or Area property room interim storage if the property room is closed. Latent print analysis will only be processed upon the request of the investigating officer to SID.

- E. Commanding Officer - Responsibilities.** Area commanding officers shall ensure that secure, separate, and proper SID courier temporary storage lockers are maintained on station premises to accommodate storage of evidence to be analyzed, including narcotics and evidence requiring shelf, refrigerator, or freezer storage.

Note: The Commanding Officer, Property Division, shall maintain SID courier temporary storage lockers at Central and Valley Property Sections.

- F. Courier - Responsibilities.** The SID courier shall pick up and deliver to SID evidence to be analyzed and other items, as appropriate. Upon arriving at an Area station, the courier shall:

- * Request that the on-duty watch commander remove all evidence to be analyzed from the SID courier temporary storage locker;
- * Verify evidence to be analyzed has been properly reported, packaged, and stored;

Note: Observed deficiencies shall be brought immediately to the attention of the watch commander and corrective action taken by on-duty Area personnel.

- * Verify two copies of the completed Property Report, Form 10.01, and/or Arrest Report, Form 5.2, face sheet accompany each narcotics, blood, urine, firearms, or analyzed evidence booking;
- * Provide a signed copy of the Analyzed Evidence Control Log to the watch commander;
- * Deliver property and reports which are being transferred from SID to the Area property room;

Note: The property, a copy of the Property Report, and the Property Transfer Record, Form 10.02, shall be placed in the Area property room interim storage locker if the Area property room is closed.

- * Promptly deliver evidence to be analyzed to the ECU for booking into the Automated Property Information Management System (APIMS); and
- * Deliver other items which were picked up, e.g., narcotics reports, to the appropriate location along the courier route.

- G. Property Officer - Responsibilities.** Central and Valley Property Sections shall be responsible for maintaining SID courier temporary storage lockers for items requiring analysis. Central and Valley Property Sections' property officers shall complete the appropriate entry on the Analyzed Evidence Control Log.

When an item is being transferred from a Property Division facility to SID for analysis, i.e., latent prints, the property officer shall include with the evidence a copy of the Property Report, along with a Property Transfer Record, and submit the item to the watch commander for placement in the appropriate SID courier temporary storage locker. When preparing evidence for return to Area property rooms, the ECU officers shall include a copy of the Property Report and a Property Transfer Record with the evidence being returned.

VI. EVIDENCE TO COURT - REVISED.

- A. Employee - Responsibilities.** The employee requesting evidence from the ECU for court shall:

- * Complete an entry on the SID Court Evidence Request Log maintained at all SID courier temporary storage lockers, and Central and Valley Property Sections, at least three court days prior to the scheduled court date;

Exception: An employee receiving a subpoena less than three court days prior to a scheduled court date may contact the ECU telephonically during business hours at (213) 485-1246 and request that the evidence be delivered by the SID courier to the SID courier temporary storage locker most convenient for pick up. **Employees shall not sign out evidence at the ECU.**

- * Request that the evidence be delivered to any SID courier temporary storage locker most convenient to the employee for pick up;
- * Prior to withdrawing the evidence from the SID courier temporary storage locker, notify the on-duty watch commander of the presence of the evidence and request the locker to be opened and the evidence to be removed;

Note: Any evidence which does not qualify for placement into temporary storage, e.g., PCP,

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explosives, etc., shall not be delivered to an SID courier temporary storage locker for court purposes.

- * Sign the Court Evidence Request Log accompanying the evidence, ensure that four copies of the Property Court Receipt are attached, and transport the evidence to court;

Note: If four copies of the Property Court Receipt are not attached, the officer can photocopy the additional number needed.

- * Following its presentation in court, return evidence on **the same day** to the SID courier temporary storage locker from which it was removed;
- * Request the on-duty watch commander to verify the packaging is intact and document the return on the Court Evidence Control Log;
- * If the item is needed in court the next calendar day, mark the Court Evidence Control Log and attach a note to the evidence indicating the evidence is needed for another day in court;
- * If an evidence package is opened in court, the court will order the employee to reseal the package "on the record". If an employee believes a sealed evidence package may be opened in court, the employee shall have in his or her possession extra evidence seals with which to reseal the package. In the event that the resealing is not entered "on the record", the employee shall reseal the package in the presence of an on-duty supervisor or the property officer receiving the item back into evidence at the location from which it was signed out;

Exception: If narcotics evidence is not ordered resealed by the court "on the record", the employee shall request to be allowed to reseal the evidence "on the record" prior to being released from the witness stand. Property division facilities will not accept opened narcotics packages that have not been resealed "on the record".

Note: The Los Angeles County Municipal and Superior courts have adopted a policy which states that all controlled substances as defined in 11007 H&S, which includes Schedule 1-4 narcotics as defined in 11054-11057 H&S, are hazardous materials. As such, they shall only be taken into a court in a sealed package. This includes, but is not limited to, cocaine and marijuana. Manual

Section 4/545.10 prohibits PCP, any of its analogs, or ether in any form from being brought into any courtroom unless specifically requested by the court.

- * If the evidence is retained by the court, the employee shall have the court clerk sign and affix the court stamp to the Property Court Receipt for any evidence that is retained. One copy of the Property Court Receipt may be retained by the court. Two copies of the completed Property Court Receipt shall be returned to the SID courier temporary storage locker from which the evidence was signed out. The employee shall close out the entry on the Court Evidence Control Log and retain a copy of the Property Court Receipt for personal records, if desired; and

Note: The courts have indicated they will no longer take physical custody of any hazardous material after it is admitted into evidence. The officer shall return the evidence to the sign out location.

- * If some evidence items are retained by the court and others are returned to the SID courier temporary storage locker, the employee shall have the court clerk sign the Property Court Receipt for the items retained. When the package has not been resealed in court "on the record", the employee shall have an on-duty supervisor or the property officer who is receiving the items back into storage make a notation on the Property Court Receipt indicating which items were returned. The supervisor or property officer shall sign the receipt and include his or her serial number.

Exception: If narcotics evidence is not ordered resealed by the court "on the record", the employee shall request to be allowed to resealed the evidence "on the record" prior to being released from the witness stand. Property division facilities will not accept opened narcotics packages that have not been resealed "on the record".

Note: In the event that the court refuses to sign for any property retained in its possession, the employee shall telephonically notify the Property Division or SID facility from which the property was issued to enter a long-term court sign out status in APIMS. The name of the person notified shall be noted on the Court Evidence Control Log.

B. Supervisor - Responsibilities. Supervisors witnessing the removal of evidence from SID courier temporary storage lockers for court shall:

- * Upon request, remove the evidence for court from the SID courier temporary storage locker;
- * Verify the requesting employee's court subpoena matches the DR number on the evidence;
- * Have the employee sign the Court Evidence Control Log and retain the log in the storage locker;
- * Deliver the evidence to the requesting employee;
- * Sign the Court Evidence Control Log in the "Supervisor Witness" box;
- * Upon return of the court evidence, verify the packaging is intact;
- * If the packaging has been opened, verify the package has been resealed;
- * Ensure the employee signs the Court Evidence Control Log in the appropriate space; and
- * Sign the Court Evidence Control Log in the "Supervisor Witness" box.

C. Courier - Responsibilities. The SID courier transporting evidence to SID courier temporary storage lockers for court shall:

- * Place the requested item into the SID courier temporary storage locker with four copies of the Property Court Receipt;
- * Return to the ECU any evidence no longer needed for court, or any Property Court Receipts indicating the evidence has been retained by the court; and
- * Document and notify the ECU if evidence is needed for subsequent days in court.

D. Scientific Investigation Division - Responsibilities. Upon being notified that evidence stored at SID is needed for court, concerned ECU personnel shall:

- * Ensure four copies of the Property Court Receipt are prepared and accompany the evidence requested;
- * Instruct the courier to transport the evidence to the requested SID courier temporary storage locker;
- * Maintain a control file of all evidence which is left in SID courier temporary storage lockers for subsequent days in court;
- * Maintain a control file of all requests and Property Court Receipts; and
- * Forward the original copy of the Property Court Receipt to Records and Identification Division (R&I).

VII. PROCESSING FIREARMS HELD FOR LATENT PRINTS OR OTHER SCIENTIFIC EVIDENCE - REVISED.

- A. **Employee Booking Firearm - Responsibilities.** Firearms to be examined for latent fingerprints or other scientific evidence shall be unloaded safely and in a manner consistent with the preservation of evidence prior to booking.

Note: Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, SID, for advice or response. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, SID shall be requested to respond for assistance. The Firearms Unit shall be contacted to examine and clear hazardous weapons (4/540.30). During off-hours and weekends, SID firearms examiners may be contacted for advice or response through DHD.

Employees in possession of a firearm requiring examination for latent prints or other scientific evidence shall:

- * Place long guns in a long gun box, seal the box with a red Analyzed Evidence Seal, Form 10.12.7, and affix an Evidence Tag, Form 10.12, to the box;

Note: Long guns too large for an appropriate carton shall be wrapped to protect their evidentiary value. The wrapping shall be taped and sealed with an Analyzed Evidence Seal as described in Section V(A) of this Order.

- * Place handguns in a handgun box, seal the box with a red Analyzed Evidence Seal, fold the Handgun Evidence Envelope, Form 10.20.0, into thirds and secure it in a manner that clearly displays the bold "Handgun" label as well as the information completed by the employee;

Note: All firearms which are being held for examination of any type shall be secured in the required manner as described in Section V(A) of this Order.

- * Complete the Property Report, recording as much information as possible about the firearm without destroying any of its evidentiary value, and indicate on the Property Report that the firearm was booked at SID; and

- * Place the firearm in the designated SID courier temporary storage locker for pick up.

Note: If a firearm only requires latent print analysis, the firearm shall be booked into a Property Division facility and the investigating officer shall request analysis via SID.

B. Investigating Officer - Responsibilities. Upon determining that SID analysis is required for any item booked, the investigating officer shall:

- * Telephonically notify SID of the desired analysis;
- * Ensure that a properly completed Analyzed Evidence Report, Form 12.20, is received from SID; and
- * Document on a Follow-Up Investigation Report, Form 3.14, any pertinent information.

C. Scientific Investigation Division - Responsibilities. Upon receiving a firearm to be analyzed, personnel assigned to the ECU shall:

- * Book the firearm into APIMS.
- * Forward a copy of each Property Report and a copy of the attached AFS/NCIC printout directly to the Gun Detail, DHD.
- * Update the description of any firearm for which the description is incomplete on a Property Report by:
- * Completing a Follow-up Report and forwarding the original to R&I, with copies to the Gun Detail, DHD, and the concerned investigating officer. Records and Identification shall enter any updated information into the Automated Firearms System and the concerned investigating officer shall ensure this is done; and
- * Entering the additional descriptive information into APIMS.
- * Upon completion of the requested analysis, arrange for the SID courier to transfer the analyzed firearm to the property room indicated by the concerned investigating officer.

D. Property Division - Responsibilities. Property Division facilities shall be responsible for the long-term storage of analyzed firearms.


FORMS AVAILABILITY: The Analyzed Evidence Control Log, Form 10.11.1; the Court Evidence Request Log, Form 10.11.2; and the Court Evidence Control Log, Form 10.11.3, are supplied to the Areas by SID.

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FORMS AVAILABILITY: The Analyzed Evidence Control Log, Form 10.11.1; the Court Evidence Request Log, Form 10.11.2; and the Court Evidence Control Log, Form 10.11.3, are supplied to the Areas by SID.

AMENDMENTS: This Order adds Sections 4/545.05, 4/545.25, 5/10.11.1, 5/10.11.2, and 5/10.11.3 to; amends Sections 2/670.11, 2/1042.21, 4/343.40, 4/343.42, 4/510.12, 4/515.10, 4/515.30, 4/535.07, 4/540.32, 4/540.70, 4/540.72, 4/545.10, 4/545.20, 4/545.40, and 5/10.12.7 of; and deletes Sections 4/201.50, 4/570.30, and 4/570.40 from, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of Support Services Bureau and each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

APRIL 21, 1994

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. TRAFFIC COORDINATION SECTION. This Order amends the Department Manual to add the Specialized Collision Investigation Detail (SCID), Drug Recognition Expert (DRE), and Immediate Booking and Release System (IBARS) Units to Traffic Coordination Section (TCS). The SCID has been operational since 1989, and the DRE and IBARS Units have been operational since 1986.

A. Organization - Revised. The following units are added to Traffic Coordination Section:

- * Drug Recognition Expert Unit (DRE).
- * Immediate Booking and Release System (IBARS) Unit.
- * Specialized Collision Investigation Detail (SCID).

B. Traffic Coordination Section, General Functions - Revised. Traffic Coordination Section is responsible for the additional general functions:

- * Completing traffic collision reconstructions for traffic division detectives and for the District and City Attorney's offices.
- * Maintaining and updating the Department Traffic Manual.
- * Coordinating and instructing traffic collision investigation schools and providing in-service training.
- * Providing field jail services for DUI and other types of task force operations.
- * Conducting noise complaint investigations, abatements, and enforcement actions which require special noise enforcement expertise, training, and equipment.
- * Investigating assigned noise complaints, especially those that are aggravated, ongoing, or otherwise beyond the scope of the concerned patrol divisions to resolve.
- * Monitoring noise levels at special events at the request of concerned commanding officers.
- * Maintaining liaison with the Police Commission for investigating construction variances and with other agencies involved in noise enforcement.

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C. Specialized Collision Investigation Detail. The Specialized Collision Investigation Detail (SCID) is responsible for the reconstruction and analysis of contributory traffic collision factors. The Specialized Collision Investigation Detail shall be requested in any of the following incidents:

- * Any City-owned or City-mileage vehicle involved in a fatal or "A" injury traffic collision, including "City property involved by influence" collisions.
- * Any traffic collision resulting in a fatal injury which may result in a felony criminal prosecution where the investigation is beyond the scope of the investigating officer's expertise.
- * Any major unusual traffic occurrence that is beyond the expertise of the concerned geographic traffic bureau.

The traffic division watch commander or on-call traffic division detective of the concerned geographic bureau shall contact the Officer-in-Charge, Traffic Coordination Section, for approval prior to requesting the SCID.

Note: When Traffic Coordination Section is closed, the Watch Commander, Detective Headquarters Division, shall be notified and shall contact the Officer-in-Charge, Traffic Coordination Section.

AMENDMENTS: This Order revises Sections 2/1048.01 and 2/1048.10 of, and adds Section 4/412.05 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. TRAFFIC COLLISIONS. This Order deletes references to freeway traffic collisions, expands the definition of City-property-involved (CPI) traffic collisions, and allows a Class II Traffic Collision investigation to be completed for CPI traffic collisions which meet certain defined criteria.

A. Investigation Criteria - Revised. A Class II (4/415.07) City-property-involved traffic investigation may be conducted where there is property damage between a City vehicle and a parked, unattended vehicle or any other property when the following criteria are met:

- * There is minor property damage only; and
- * There are no injuries; and
- * A traffic supervisor has been called to the scene and has given approval for a Class II investigation; and
- * Photographs depicting the extent of damage or lack of damage and other pertinent details are taken; and
- * Party and/or witness statements are included in the narrative.

Exception: When the party and/or witness is an on-duty employee or on-duty police reserve officer all statements shall be included on the Traffic Collision Report Supplement, Form 4.5.

Note: The approving supervisor's name and serial number shall be included in the narrative of the Class II report.

- B. Definition of City Property Involved - Revised.** The following criteria is added to the definition of a City-property-involved collision.

- * Water in the roadway other than from precipitation run off.

Note: Investigating officers shall identify the source of the water and determine how it may have contributed to the collision.

- C. Freeway Traffic Collisions - Deleted.** Section 4/430.20 is deleted from the Department Manual. The freeway system within the City of Los Angeles does not have mileage posts any more.

AMENDMENTS: This Order revises Sections 4/405 and 4/440.25 of, and deletes Section 4/430.20 from, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, and the commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. REPORTING INCOMPETENT DRIVERS.** This Order revises procedures for reporting incompetent drivers and reflects the consolidation of this function within the geographic operations bureaus. Officers should no longer send Requests for the Re-examination of Driver, Form 4.32, to Traffic Coordination Section. These forms should be sent

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to the detective section of the concerned geographic operations bureau traffic division.

AMENDMENTS: This Order revises Section 4/342 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, and the commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

MAY 4, 1994

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order advises Department employees of certain revisions to the Department Manual.

PROCEDURE:

- I. **RADIO CODES AND PROCEDURES - REVISED.** Department Manual Section 1/545 states, "When the City is confronted with a situation which may escalate into a riot, the Department must establish control of the situation by reacting quickly and committing sufficient resources to control the situation." To protect the safety of the public and to quickly establish control during riotous situations, the Department has recently developed mobile field tactics. Some of these mobile field tactics involve Code Three driving and are used to effect immediate crowd control and/or the rescue of a trapped person during a riotous situation.

Note: A riotous situation is, by definition, an emergency. Officers are authorized exemptions under Vehicle Code Section 21055 and allowed to respond to riotous situations Code Three.

Section 4/120.40 of the Department Manual requires that officers immediately broadcast their intention to proceed Code Three when the decision is based on other than a directed police radio call. Additionally, officers must notify Communications Division when the Code Three is terminated. In situations where mobile field tactics are used, these notifications could unnecessarily tie up radio communications.

To ensure that radio frequencies will not become overburdened with requests to operate Code Three when mobile field tactics are used and to facilitate immediate, effective action by members of this Department, this Order revises Code Three radio procedures.

Effective immediately, whenever officers activate their Code Three equipment in conjunction with mobile field tactics at the scene of a riotous incident, a "Code Three" notification to Communications Division is not required.

Note: Officers travelling to the scene of a riotous incident in a mobile field force configuration with their Code Three equipment activated shall still notify Communications Division that they are travelling Code Three.

All other Code Three radio procedures shall remain unchanged.

AMENDMENTS: This Order amends Section 4/120.40 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. TRANSPORTING ARRESTEES IN A PARTITION-EQUIPPED VEHICLE. This Order establishes procedures for transporting arrestees in partition-equipped police vehicles.

Two Officers. Generally, the passenger officer should ride in the front seat of a partition-equipped vehicle and arrestees should ride in the rear seat. Officers must remain in close proximity and visually monitor arrestees.

One Officer. A one-officer unit shall not transport a combative or violent arrestee. When a nonbelligerent arrestee is transported by a one-officer unit using a partition-equipped vehicle, the arrestee should ride in the rear seat. The officer must remain in close proximity and visually monitor the arrestee.

Note: Procedures governing when to handcuff an arrestee, proper use of seat belts and restraints, and when to use time and mileage are not affected by this Order.

AMENDMENTS: This Order amends Section 4/217.50 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. TRAFFIC COLLISION AND ARREST REPORT RELATED INCIDENTS - SUPERVISOR RESPONSIBILITIES AMENDED. Current procedure allows supervisors to approve completion of arrest and traffic collision reports separately when unusual circumstances make the use of the combined reporting procedure impractical. This has caused some confusion relating to report approval. This Order clarifies supervisory report approval responsibilities for traffic collision and arrest report incidents.

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Regardless of whether or not the combined reporting procedure is used, all reports related to a traffic collision and arrest incident shall be approved by the same supervisor.

AMENDMENTS: This Order amends Sections 4/433.10 and 4/433.20 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. ERRORS OR OMISSIONS ON CITATIONS - REVISED.** The Municipal Court of Los Angeles recently implemented a bar-code program to process Personal Service Citations. The bar-code designation is located at the bottom of the citation in an area where no markings of any kind are allowed. This Order revises citation correction procedures to conform with the limitations of bar-code technical specifications.

When an error is made on a Personal Service Citation and the violator's copy is still available, the citing employee shall correct the error by drawing a single line through the error and legibly printing the correct information as near as possible to the error. The initials "VCC" (Violator's Copy Corrected), followed by the concerned employee's initials, shall be written on the original citation directly below the citation number located at the top of the citation. No part of the initials shall interfere with the citation number.

AMENDMENT: This Order amends Section 4/320.80 of the Department Manual.

AUDIT RESPONSIBILITY: The Assistant Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

MAY 20, 1994

**SUBJECT: LOUD PARTY ORDINANCE ENFORCEMENT PROCEDURES -
ESTABLISHED**

PURPOSE: This Order formalizes procedures and responsibilities for the enforcement of Section 41.58 of the Los Angeles Municipal Code (LAMC) (Loud Party Ordinance) as delineated in Office of Operations Order No. 7, August 1992, and establishes the Loud Party Ordinance Citation, Form 5.2.4, as a permanent means of enforcement. The Form 5.2.4 will replace current use of the Release From Custody (RFC) Notice to Appear, Form 5.2.2, to cite violators of this ordinance. The Form 5.2.4 will serve as a permanent record which will provide data to the Evaluation and Administration Section, Office of Operations, in order to bill violators for additional police personnel or resources used during a second response to a loud party or gathering. Additionally, this Order activates the Loud Party Warning Notice-First Response, Form 2.95, and the Watch Commander's Loud Party Log, Form 15.81.

PROCEDURE:

I. FORMS ACTIVATION.

**A. LOUD PARTY WARNING NOTICE - FIRST RESPONSE, FORM 2.95
ACTIVATED.**

Use of Form. This form is used to document the first response to a loud party or gathering and to inform the person responsible for the party or gathering that if a second response to the location is necessary, a citation can be issued for violation of Section 41.58 of the Los Angeles Municipal Code (LAMC) (Loud Party Ordinance).

Completion. The Form 2.95 shall be completed by an officer assigned to the primary unit making a first response call to a loud party or gathering and shall be served on the person responsible for the event.

Distribution.

1 - Original, served on the person responsible for the party/gathering.

**B. LOUD PARTY ORDINANCE CITATION, FORM 5.2.4 -
ACTIVATED.**

Use of Form. This form is used to cite violations of Section 41.58 LAMC (Loud Party Ordinance) and to serve as documentation for the City Clerk to bill any

person responsible for a loud party or gathering where additional police personnel or resources are used during a second response to the incident.

Completion. The citation shall be completed by an officer of the primary unit making a second response to a location where a Loud Party Warning Notice, Form 2.95, has been served on the person responsible for the loud party or gathering.

Note: The Form 5.2.4 shall only be completed with the prior approval of a supervisor at the scene of a loud party or gathering and only if a Loud Party Warning Notice - First Response has been served on the person responsible for the loud party or gathering within 24 hours of the second response.

Distribution.

- 1 - Original (green) - Evaluation and Administration Section, Office of Operations, who shall forward the form to the Office of the City Clerk for processing.
- 1 - Copy (white) - Violator.
- 1 - Copy (yellow) - Citation book.

C. WATCH COMMANDER'S LOUD PARTY LOG, FORM 15.81 - ACTIVATED.

Use of Form. This form is used by Area watch commanders to log the locations of loud parties or gatherings to which police personnel have already made a first response. The log will assist personnel of oncoming watches to access information concerning prior responses to loud parties or gatherings so a citation for a violation of Section 41.58 LAMC (Loud Party Ordinance) can be issued.

Completion. Area watch commanders shall complete the Form 15.81 after they have been notified of a first response to the location of a loud party or gathering. Log entries should include data pertinent to any first response of police personnel to the specific location of any loud party or gathering for a 24-hour period.

Note: It is the responsibility of the primary unit responding to the location of a loud party or gathering to request that the Area watch commander log the incident on the Form 15.81 after the Loud Party Warning Notice has been served on the person responsible for the event.

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Distribution. The original copy of this form shall be retained in division files in accordance with existing records retention requirements.

II. OFFICER'S RESPONSIBILITIES. Currently, Communications Division (CD) is able to retain radio call information for up to four hours. When possible, CD will inform the officer whether it is the first or second response to a call for a loud party or gathering. In those situations where a first or second response cannot be verified through CD, officers should request that their Area watch commander check the Watch Commander's Loud Party Log, Form 15.81, to ascertain if a first response was made to a specific location for a loud party or gathering.

First Response. In those incidences involving a first response to a loud party or gathering, officers shall:

- * Verify the validity of the loud party complaint by personal observation or if the activity causing the disturbance has ceased, through an evaluation of the totality of the evidence;
- * Interview the person in charge and/or responsible for the party or gathering. If the person in charge is a juvenile (under 18 years of age), the parent or guardian shall be contacted and advised that they may be held financially responsible for a second response. If unable to locate the person in charge of the premises, or the parent/guardian when a juvenile is in charge, the party or gathering shall be stopped and the participants dispersed;
- * Inform the person in charge of the specific activity that they are in violation of Section 41.58 LAMC (Loud Party Ordinance). Additionally, emphasize that the activity must cease, and, if appropriate, issue a completed Loud Party Warning Notice to the person in charge of the location;
- * Notify the Area watch commander of the first response to a loud party or gathering so that the incident, as well as the issuance of the Loud Party Warning Notice can be fully documented on the Watch Commander's Loud Party Log; and
- * Record in the disposition section of the Daily Field Activities Report (DFAR), Form 15.52, and in the comments section of the incident history, via the Mobile Digital Terminal (MDT), the name of the person warned and that a Loud Party Warning Notice was issued (i.e., "Warned Smith, male, white, DOB 06-08-58, Warning Notice issued due to loud stereo").

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Second Response. When an officer is assigned a second response to the same location, the officer shall evaluate the situation and determine whether a disturbance exists. If a disturbance exists, the officer shall:

- * Determine if a first response was made to the location and if a Loud Party Warning Notice was properly issued;
- * Contact the Area watch commander to ascertain if an entry was made in the Watch Commander's Loud Party Log if it is uncertain that a first response occurred;
- * Request that a supervisor respond to the location;
- * With the approval of the supervisor, complete a Loud Party Citation, Form 5.2.4, and issue it to the person responsible for the loud party or gathering;

Note: A Loud Party Citation may be issued to an individual other than the original person who was served the Loud Party Warning Notice if the original contact individual is not present and it can be shown that the present individual to be cited was aware of the issuance of the Loud Party Warning Notice during the first response. Additionally, the person to be cited must currently be in charge of the party or gathering.

- * Advise the cited person of his or her right to an administrative hearing within 72 hours of the citation being issued;
- * Stop the disturbance and disperse the participants;
- * Record in the disposition section of the DFAR and in the comments section of the incident history, via the MDT, the name of the person cited and the citation number; and
- * Submit the Loud Party Citation with the DFAR at the end of watch for transmittal to the Evaluation and Administration Section, Office of Operations.

Note: A second response must occur within 24 hours of the time that the Loud Party Warning Notice was issued in order for a violation of Section 41.58 LAMC to be cited.

III. SUPERVISOR'S RESPONSIBILITY. Upon responding to a call for a loud party or gathering involving a possible violation of Section 41.58 LAMC (Loud Party Ordinance), supervisors shall:

- * Verify that enforcement action is appropriate and necessary;
- * Ensure the accuracy of the completed Loud Party Citation and initial the lower right corner; and
- * Summarize the facts of the incident in the Sergeant's Daily Report, Form 15.48.

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- IV. WATCH COMMANDER'S RESPONSIBILITY.** The Loud Party Ordinance provides for an appeal process within 72 hours of the issuance of the citation. Upon request, the watch commander of the Area of occurrence shall arbitrate the Loud Party Ordinance appeal hearing.

Generally, the hearing should be adjudicated by the watch commander of the watch on which the citation was issued. When the cited person requests a hearing, but is unable to appear during the specified hours, the watch commander on duty during the hours that the cited person is able to appear shall arbitrate the hearing.

For those citations for which administrative appeal hearings are not requested, the watch commander of the watch on which the citation was issued shall forward the Loud Party Citation and the related incident history printout to the Loud Party Coordinator, Evaluation and Administration Section, Office of Operations, within two calendar days following the expiration of the 72-hour appeal limit.

- V. LOUD PARTY APPEAL PROCESS.** Citizens issued a citation for violating Section 41.58 LAMC (Loud Party Ordinance) may request an administrative hearing with the Los Angeles Police Department to appeal the issuance of a Loud Party Citation. Area watch commanders are designated as the arbitrators of the hearings, and when approached by a person wishing to contest the issuance of a Loud Party Citation, shall:

- * Confirm that the appeal request falls within 72 hours of the issuance of the citation and, if appropriate, set a date for the hearing. (The 72-hour limit may be extended up to 72 additional hours by mutual agreement between the appellant and the watch commander.)

At the hearing the watch commander shall:

- * Interview the cited person and review the Loud Party Citation, the Sergeant's Daily Report, and the incident history; and
- * If necessary, interview the involved supervisor and officers.

At the conclusion of the hearing, the watch commander shall inform the person of his or her decision. When it is determined that the Loud Party Citation will not be pursued, the watch commander shall:

- * Inform the citizen that he or she will not be required to pay the fine; and

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- * Document the findings in the Watch Commander's Daily Report, Form 15.80.

When it is determined that the Loud Party Citation was properly issued, the watch commander shall:

- * Inform the citizen that he or she will be responsible for paying the fine;
- * Advise the citizen to proceed through the civil courts if he or she wishes to contest the watch commander's decision; and
- * Document the findings in the Watch Commander's Daily Report.

Following any hearing, the watch commander shall forward a copy of the Watch Commander's Daily Report, the incident history printout, and the original of the Loud Party Citation within 48 hours to the Loud Party Coordinator, Evaluation and Administration Section, Office of Operations.

VI. EVALUATION AND ADMINISTRATION SECTION'S RESPONSIBILITY. Evaluation and Administration Section, Office of Operations, is the designated City-wide coordinator for the enforcement of the Loud Party Ordinance and will process all violations through the City Clerk's Office for billing and collection.

FORMS AVAILABILITY: A notice will be published when the Loud Party Warning Notice-First Response, Form 2.95; the Loud Party Citation, Form 5.2.4; and the Watch Commander's Loud Party Log, Form 15.81, are available at Supply Division for order.

AMENDMENTS: This Order adds Sections 4/216.64, 5/2.95, 5/5.2.4, and 5/15.81 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

JUNE 3, 1994

SUBJECT: TRANSFER AND/OR CHANGE IN PAYGRADE, FORM 1.40 - REVISED.

PURPOSE: This Order activates the revised Transfer and/or Change in Paygrade, Form 1.40, and incorporates specific information required by the Hunter-La Ley Consent Decree. Additionally, this Order deactivates the current Form 1.40 as well as the Supplemental to the Request for Transfer and/or Change in Paygrade, Temporary Form 321. The information relating to evaluators and/or interviewers involved in the selection process of an advanced paygrade assignment, bonus pay position, or coveted position has been included on the new form.

PROCEDURE:

I. TRANSFER AND/OR PAYGRADE, FORM 1.40, - REVISED.

- A. Use of Form.** There are no changes to the current use of the form.
- B. Completion.** Transfer and/or change in paygrade requests shall be submitted prior to the **second Tuesday** of each deployment period for inclusion in the transfer order for that period.

The names, serial numbers, gender, and ethnicity of all employees who have applied for an advanced paygrade assignment, bonus pay position, or coveted position, as well as the names, serial numbers, gender, and ethnicity of the interviewers or evaluators involved in the selection process, shall be listed on the back of the original copy of the Form 1.40 that is submitted for the successful candidate. Additionally, any documentation generated in the selection process for an advanced paygrade assignment, bonus pay position, or coveted position, as well as disapproval of a lateral transfer request, shall be retained by the concerned Area/division in accordance with Section 12.3 of the Los Angeles Administrative Code, Records and Management Program.

Note: The "position number" boxes on the third and fourth lines of the Form 1.40 refer to position tracking numbers that will be implemented by Personnel Division at a future date.

C. Distribution.

1 - Original, Commanding Officer, Personnel Division.

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(Submit 3 copies if applying for an advanced paygrade assignment, bonus pay position, or coveted position.)

- 1 - Commanding Officer of the concerned employee.
- 2 - **TOTAL**
(4 if applying for an advanced paygrade assignment, bonus pay position, or coveted position.)

FORM AVAILABILITY: The revised Transfer and/or Change in Paygrade, Form 1.40, indicates a revision date of May 1994 and is now available for order at Supply Division. Commanding officers shall ensure that current supplies of Form 1.40 that indicate a revision date of March 1987 are bundled, marked "obsolete", and returned to Supply Division immediately, along with any copies of the Request for Transfer and/or Change in Paygrade, Supplemental Temporary Form 321.

AMENDMENTS: This Order amends Section 5/1.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

JUNE 17, 1994

SUBJECT: LABELING OF POTENTIALLY INFECTIOUS MATERIALS

PURPOSE: The California Occupational Safety and Health Administration (CAL OSHA) has passed regulations to reduce or eliminate occupational exposure to the hepatitis B virus (HBV), the human immunodeficiency virus (HIV), and other bloodborne diseases. One of the ways that occupational exposure to bloodborne diseases can be reduced is through the use of informative signs and labels in the work place. To ensure the safety of Department employees, and to comply with CAL OSHA regulations, this Order activates the Biohazard Label, Form 10.12.8; establishes procedures for the labeling of potentially infectious materials that Department employees may come in contact with; and, revises procedures for the completion of the Property Report, Form 10.1, when potentially infectious materials are booked into the Department property system.

PROCEDURE:

- I. BIOHAZARD LABEL, FORM 10.12.8 - ACTIVATED.** To ensure the safety of all Department employees, and to comply with CAL OSHA safety regulations, the Biohazard Label, Form 10.12.8, is activated.
 - A. Use of Form.** This form shall be affixed to the container of any potentially infectious material, or its property tag, prior to being entered into the Department property system.
 - B. Completion.** The employee seizing or taking custody of the property shall affix the Biohazard Label to the appropriate envelope, tag, or container in a conspicuous place.
 - C. Distribution.**
 - 1 - Original, affixed to appropriate envelope, tag, or container.
- II. CLASSIFICATION OF POTENTIALLY INFECTIOUS MATERIALS.** Potentially infectious materials are defined as:
 - * Human blood, human blood components, and products made of human blood.
 - * Human body fluids, including semen, vaginal secretions, cerebrospinal fluid, urine and saliva, and any other body fluids that emanate from a human being.
 - * Any human tissue or organ.
 - * Any item contaminated by the above substances.
 - * Syringes not in the manufacturer's packaging.
- III. PACKAGING OF POTENTIALLY INFECTIOUS PROPERTY.** Any potentially infectious material which is entered into the

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Department property system shall have a Biohazard Label affixed to the outer packaging in a conspicuous place by the employee seizing or taking custody of the property.

Completion of Property Report. The officer packaging the potentially infectious material (4/536.10) shall write "BIOHAZARD" in the miscellaneous section of the item description for each potentially infectious material listed on the Property Report, Form 10.1.

Envelope Packaging. Potentially infectious material which is packaged in any Department evidence envelope shall have the Biohazard Label affixed to the **upper left corner** of the appropriate envelope before being booked into property.

Carton Packaging. Potentially infectious material which is packaged in a cardboard carton shall have **one** Biohazard Label affixed to the top of the carton in plain view, and **one** Biohazard Label affixed to the **upper left corner** of the appropriate evidence envelope or evidence tag that is secured to the outside of the carton.

Other Packaging. Potentially infectious material which is packaged in a container other than an envelope or a carton shall have the Biohazard Label affixed to the **upper left corner** of the appropriate evidence envelope, Personal Property Envelope, Form 10.13.1, or property tag.

Note: The Biohazard Label shall only be affixed to the **outer** packaging of potentially infectious material. For example, an officer obtaining whole blood samples for alcohol or drug analysis (4/343.40) would affix the Biohazard Label **only** to the Analyzed Evidence To Be Refrigerated Envelope, Form 12.51.1, not to the vial that contains the actual blood sample.

- IV. **PACKAGING KNIVES AND SHARP INSTRUMENTS.** In addition to the existing procedures for packaging knives and sharp instruments (4/535.45), officers packaging syringes in the Department-approved syringe tube shall affix a Biohazard Label to the outer envelope into which the syringe tube is placed.
- V. **BLOOD TEST SAMPLES.** In addition to the existing procedures for obtaining whole blood samples from an arrestee (4/343.40), officers shall affix the Biohazard Label to the **upper left corner** of the front of the Analyzed Evidence To Be Refrigerated Envelope.
- VI. **URINE TEST SAMPLES.** In addition to the existing procedures for obtaining a urine sample from an arrestee (4/343.42), officers booking a urine sample shall affix

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the Biohazard Label to the **upper left corner** of the front of the Analyzed Evidence Envelope.

FORM AVAILABILITY: The new Biohazard Labels are available at Supply Division.

AMENDMENT: This Order adds Sections 4/536.10, 4/536.15, and 5/10.12.8 to, and amends Sections 4/343.40, 4/343.42, 4/535.45, and 5/10.01.0 of, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the commanding officer of Support Services Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

JULY 22, 1994

SUBJECT: EMPLOYEE'S REVIEW OF COMPLETED PERSONNEL COMPLAINT INVESTIGATIONS

PURPOSE: Presently, employees who are the subject of personnel complaints are provided an opportunity to respond only to sustained allegations of serious misconduct. However, all investigations of misconduct are subject to future Departmental review and may therefore affect the concerned employees. Effective immediately, all Department employees against whom allegations of misconduct are classified as sustained (with a penalty of a reprimand or less), not resolved, exonerated, or unfounded, or which resulted in a Miscellaneous Memorandum, shall be provided with a copy of the Personnel Complaint Investigation, Form 1.81, or the Miscellaneous Memorandum. In addition, employees shall be afforded an opportunity to respond in writing to the concerned allegations, classifications, and comments, and their responses shall become a permanent part of the investigations. This Order implements the Employee Investigation Review, Form 1.88.1, and establishes procedures for its use.

PROCEDURE:

I. EMPLOYEE INVESTIGATION REVIEW, FORM 1.88.1 - ACTIVATED.

The Employee Investigation Review, Form 1.88.1, is activated. The form is to be used by commanding officers to document that employees were provided an opportunity to review and respond to completed personnel complaint investigations classified as sustained (with a penalty of a reprimand or less), not resolved, exonerated, or unfounded or that resulted in a Miscellaneous Memorandum.

Distribution

- 1 - Original, attached to and forwarded with the completed Personnel Complaint, Form 1.81, for each employee who is the subject of the complaint.
- 1 - Copy to each accused employee.
- 2 - TOTAL

II. COMMANDING OFFICER - RESPONSIBILITIES. When a personnel complaint investigation results in a recommended classification of sustained (with a penalty of a reprimand or less), not resolved, exonerated, or unfounded, or results in a Miscellaneous Memorandum, the commanding officer of the employee against whom the allegation of misconduct was made shall:

- * Ensure that an Employee Investigation Review, Form 1.88.1, is completed for each employee who was the subject of a personnel complaint investigation, wherein

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the disposition of the allegation(s) falls within one of the above categories;

- * Notify the employee of the recommended disposition of the allegations contained in the complaint;
- * Advise the employee that he or she has the right to review and to respond in writing to the completed personnel complaint or Miscellaneous Memorandum, including the commanding officer's letter of transmittal;

Note: This review procedure provides for employees' responses to **completed** investigations. Commanding officers are not relieved of the responsibility to further investigate relevant issues raised by employees during the investigation or when they are advising an employee of the disposition, when the resolution of such issues would materially affect the disposition of a complaint.

- * Provide the employee with a copy of the complaint or Miscellaneous Memorandum;
- * Advise the employee that personnel complaint investigation documents are confidential;
- * Advise the employee that he or she has 30 calendar days to submit a written response which will be forwarded through the review process and filed with the personnel complaint investigation at Internal Affairs Division (IAD) for other than sustained cases, and in his or her Department personnel package for sustained cases;
- * Have the employee initial the appropriate boxes on the Employee Investigation Review, Form 1.88.1;
- * If the employee has initialed that he or she does not intend to submit a written response, immediately forward the original Employee Investigation Review, Form 1.88.1, with the complaint through the chain of command. It is not necessary to complete the disposition section of the form;
- * If the employee has initialed that a written response will be submitted, complete the employee acknowledgement section of the Employee Investigation Review, Form 1.88.1, and retain it with the complaint investigation pending receipt of the employee's response or expiration of the 30 day response period; and,

Exception: If a personnel complaint has a statute of limitations that will expire within six weeks, the employee acknowledgement section of the Employee Investigation Review, Form 1.88.1, shall be completed and a copy immediately forwarded with the complaint through the chain of command. The original Form 1.88.1 shall be forwarded with the employee's response.

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- * Upon receipt of the employee's response, and in no case later than the end of the 30 day response period, complete the disposition section of the Employee Investigation Review, Form 1.88.1, and forward the original with the complaint investigation and the employee's response, if any, through the chain of command.

Note: The date that the employee(s) is provided with a copy of the personnel investigation and Form 1.88.1 shall be the ending date used to compute the number of days required to complete the investigation.

III. INTERNAL AFFAIRS DIVISION (IAD) - RESPONSIBILITIES. Some personnel complaint investigations may be forwarded to IAD without the original Employee Investigation Review, Form 1.88.1, in consideration of statute of limitations requirements. The original Employee Investigation Review, Form 1.88.1, and any written response shall be filed with the associated personnel complaint investigation upon their receipt at IAD.

An Employee Investigation Review, Form 1.88.1, and written response, if any, shall accompany any associated complaint investigation forwarded to Personnel Division.

IV. EMPLOYEE - RESPONSIBILITIES. Employees who desire to respond to the findings of a completed personnel complaint investigation shall document their response on an Employee's Report, Form 15.7, and submit it to their commanding officer within 30 calendar days of service of the Employee Investigation Review.

FORM AVAILABILITY: The Employee Investigation Review, Form 1.88.1, will be available at Supply Division in approximately 90 days. Until the form becomes available, the attached form shall be duplicated as needed.

AMENDMENTS: This Order adds Sections 3/820.15 and 5/1.88.1 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

PERSONNEL COMPLAINT - EMPLOYEE INVESTIGATION REVIEW

IA NO(s) _____

ISSUED TO: _____
Rank, Name, Serial Number, AssignmentISSUED BY: _____
Rank, Name, Serial Number, Assignment

The above Complaint(s) has been investigated. A review of the investigation has led to the recommended classification of:

☐ Other than sustained☐ Sustained (penalty of reprimand or less)

You have the opportunity to review the completed investigation, including the letter of transmittal, and to make a written response. Any such response must be in writing and must be submitted to the above listed commanding officer within 30 calendar days. That date is _____.

EMPLOYEE ACKNOWLEDGEMENT SECTION

The concerned employee shall initial the appropriate boxes.

☐

I have received a copy of the investigative material.

☐

I waive my right to receive a copy of the investigative material.

☐

I intend to submit a written response.

☐

I do not intend to submit a written response.

☐

I was advised of my right to representation prior to discussing this matter. (Sustained complaints only.)

Employee's Signature: _____ Date _____

Commanding Officer's
Signature: _____ Date _____**DISPOSITION**☐ The employee's written response is attached. ☐ No response was received.Signature of person
making disposition: _____ Date _____

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

JULY 29, 1994

SUBJECT: TRANSFER OF INVESTIGATIVE RESPONSIBILITY


PURPOSE: This Order establishes procedures for updating the Automated Property Information Management System (APIMS) when a transfer of investigative responsibility occurs.

The Automated Property Information Management System has been on-line since June of 1992. The system has proven to be an effective tool for managing the booking and disposition of property and evidence. Some past practices related to the transfer of investigative responsibilities are inconsistent with APIMS procedures and have resulted in the inappropriate destruction of evidence.

During a recent investigation of a robbery-homicide, a shell casing and other evidence was recovered in a division other than the division of occurrence. The detectives handling the investigation took custody of the evidence by transferring the evidence to their divisional property room. However, APIMS does not automatically update the primary investigative unit responsibility when a transfer takes place. Therefore, the DR number appeared on the Disposition Summary Report of the division which originally booked the evidence and the case was not recognized by that division's robbery detective. The evidence was authorized for disposal and subsequently destroyed even though it had been transferred to the investigating unit's property room.

PROCEDURE: When an investigating officer assumes investigative responsibility for a case in which evidence has been booked under **another division's DR number**, the investigating officer shall ensure that the Primary Investigative Unit (PIU) responsibility in APIMS is transferred to the investigating officer's division. The investigating officer shall notify his/her Property Disposition Coordinator (PDC) who shall "Reroute" the concerned DR number to the investigating officer's division. The PDC shall also update the "Related Employee" section with the concerned investigating officer's information. Once the PIU responsibility has been transferred, the PDC should place an "Investigative Hold" on the evidence.

AMENDMENTS: This Order revises Sections 4/550.05, 4/550.12, and 4/570.10, of the Department Manual.


WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

AUGUST 12, 1994

SUBJECT: VEHICLE PURSUIT POLICY

PURPOSE: To ensure the safety of both the public and members of this Department, and to provide additional guidance to officers engaged in vehicular pursuits, this Order revises procedures for the initiation, termination, control of, and tactics involved in, vehicular pursuits. It also revises Air Support Division's responsibilities with regard to vehicular pursuits.

PROCEDURE:

- I. INITIATION OF A VEHICLE PURSUIT - REVISED.** Pursuits should be initiated only when law violators clearly exhibit an intention to avoid arrest by using a vehicle to flee. In order to diminish the likelihood of a pursuit, officers intending to stop a vehicle shall be within close proximity to the vehicle before attempting the stop. When circumstances indicate a high potential for a pursuit (i.e., felony want on vehicle, possible stolen vehicle, felony suspect, etc.), officers shall determine the availability and estimated time of arrival of an air unit, and if tactically possible wait for its arrival prior to initiating the vehicle stop. Additionally, officers should make a request for a back-up unit.

Officers must also weigh the seriousness of the offense against the potential dangers to themselves or members of the community and should consider the following factors when assessing whether to initiate a pursuit:

Note: The same liability and potential dangers inherent in vehicle pursuits are also present when following a vehicle. Officers shall not violate the rules of the road, i.e., Division 11 of the California Vehicle Code, when following a vehicle. Immunity from provisions of the Vehicle Code (Division 11) are granted **only** when officers have activated their emergency equipment, i.e., siren and red lights. The decision whether or not to initiate a pursuit should be made as soon as it is clearly evident that the law violator is intending to flee. Officers shall not use "following" as a substitute for initiating a pursuit.

- * Whether vehicular and/or pedestrian traffic safety is unreasonably compromised.
- * The traffic conditions:
 - * Volume of vehicular traffic.
 - * Volume of pedestrian traffic.
 - * Road conditions.
- * Nature of the area of the pursuit: Residential, commercial, or rural.

- * Whether the suspect can be apprehended at a later time.
- * If weather conditions such as rain, fog, snow, etc., create an unreasonable risk of injury to the public or the pursuing officers.
- * The seriousness of the crime and its relationship to community safety.
- * Whether the lack or quality of communication between the primary unit and Communications Division or the concerned supervisor causes an unreasonable risk to the public.
- * The familiarity of the primary pursuing unit with the area of the pursuit.

When a unit goes in "pursuit", it shall advise Communications Division that it is in "pursuit" and give the unit's location, unit identification, a description of the pursued vehicle and/or suspects, directions taken, and reason for pursuit. The unit shall request an air unit and a back-up unit. The pursuing unit shall give frequent and comprehensive progress reports. Any unit having pertinent information regarding the "pursuit" may advise Communications Division. The secondary unit shall also notify Communications Division, as soon as possible, of the secondary unit's involvement in the pursuit by stating that it is in "pursuit" and its unit description and location.

Note: Supervisors monitoring the pursuit shall continually evaluate the necessity to continue the pursuit.

Unmarked units without emergency equipment shall not join in a pursuit. Officers in unmarked vehicles may, however, become involved in emergency activities involving serious crimes or life-endangering situations. In those rare instances, it may be necessary to follow a suspect vehicle while summoning assistance from a black-and-white, four-wheeled unit with emergency equipment. Officers in unmarked units without emergency equipment shall not violate the rules of the road as defined in Division 11 of the California Vehicle Code. When officers in an unmarked vehicle become aware that a black-and-white, four-wheeled unit with emergency equipment has arrived and will attempt to stop the suspect vehicle, the unmarked unit shall disengage.

II. CONTROL OF THE PURSUIT - REVISED.

Number of Police Units Participating. The initial pursuing police unit (primary unit) and the back-up police unit (secondary unit) shall be the **only** units to pursue the suspect vehicle "Code 3". Officers in all other units

shall stay clear of the pursuit, but remain alert to its progress and location.

Exception: The senior officer of the primary unit may request additional units to join the pursuit if it appears certain that the officers in the two vehicles involved would not be sufficient to safely effect the arrest of the suspect. (Also see "Supervisory Responsibilities".)

If the unit initiating the pursuit cannot continue as the primary unit, the secondary unit shall become the primary unit. The secondary unit shall advise Communications Division that it is the primary unit. Another unit may then enter the pursuit and shall advise Communications Division that it is the secondary unit.

In the event a pursuit is initiated by an officer on a motorcycle, or in a dual purpose vehicle, the pursuing motor officer or driver of the dual purpose vehicle shall relinquish the role as the primary unit when a black-and-white unit equipped for Code 3 operation has joined the pursuit. Under no conditions shall officers on a motorcycle or in a dual purpose vehicle become a secondary unit after they become aware of the arrival of a secondary black-and-white unit. If the suspect attempts to flee on foot, the primary unit, or the secondary unit, or the concerned supervisor may, when appropriate, switch to a tactical frequency and coordinate the efforts of apprehension.

Primary Unit Responsibilities. The responsibility of the officers in the primary unit is the apprehension of the suspect without negligently endangering themselves or others. Unless relieved by a supervisor, the senior officer in the primary unit shall be responsible for controlling the pursuit tactics. The senior officer's responsibilities also include the decision to become involved in a pursuit, whether more than two units should join the pursuit, and whether the pursuit should be abandoned.

Secondary Unit Responsibilities. Upon joining the pursuit, the secondary unit shall immediately notify Communications Division that there are two units in the pursuit. No additional units shall become involved in the pursuit unless they are specifically requested by the primary unit and assigned by Communications Division. The secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit.

Note: When available, the primary and secondary units in any pursuit should be two-officer units, i.e., A, T, or X units, etc. Tactically, two officers (driver and passenger) are better able to evaluate and control activities in a pursuit.

Supervisory Responsibilities. The watch commander or a supervisor from the primary pursuing unit's assigned Area **shall maintain management control** of the pursuit and complete a Vehicle Pursuit Report, Form 1.14. The supervisor shall monitor the pursuit and continuously assess the situation and ensure that the pursuit is conducted within Department guidelines. If necessary, the concerned supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, assigning an available air unit, or terminating the pursuit. Code 3 vehicle operation is authorized for the supervisor, at the supervisor's discretion, to properly monitor and direct the pursuit.

III. PURSUIT DRIVING TACTICS. During the course of the pursuit, officers shall continuously assess the road conditions and the actions of the suspect. Primary responsibility for pursuit activities shall be restricted to the primary unit, secondary unit, and assigned supervisor. All other units **shall remain clear of the pursuit**, but shall remain alert to the location and progress of the pursuit. Units remaining clear of the pursuit shall follow the rules of the road and shall not drive Code 3.

There shall be no attempts to **pass** units engaged in the pursuit. Units other than the primary unit, secondary unit, or assigned supervisor shall not become involved in the pursuit unless requested by officers in the primary unit or directed by a supervisor.

Tactics employed to stop pursued suspects, such as establishing a physical barricade (road block), boxing in, heading off, ramming, or driving alongside the pursued vehicle, are strongly discouraged. These tactics are extremely hazardous and should only be considered in those rare instances when warranted to save a life, and then only as a last resort.

As a general policy, officers shall not pursue a vehicle the wrong way on a freeway. In the event that the vehicle being pursued enters the freeway the wrong way, the following options should be considered:

- * Requesting assistance of an air unit to assist and coordinate field activities.

- * Maintaining visual contact with the suspect vehicle by following it on the correct side of the freeway.
- * Requesting other units to observe the exits available to the suspect vehicle.
- * Notifying the California Highway Patrol and concerned police agencies.

When a pursuit leaves the primary unit's Area of assignment, the primary unit shall:

- * Notify Communications Division that the pursuit is entering another geographic Area. This ensures that Communications Division will broadcast pursuit information on the appropriate radio frequencies.
- * Notify Communications Division that the pursuit is entering another City. This will ensure that Communications Division contacts the concerned agency to coordinate the exchange of information between the involved agencies.

Note: The primary unit shall notify Communications Division of the presence of other law enforcement agencies and relay any request for assistance from another law enforcement agency unit through Communications Division.

IV. HELICOPTER ASSISTANCE - REVISED.

Air Support Division Responsibilities. The role of the air unit during vehicle pursuits is to assist and coordinate field activities. When available, and not subject to a higher priority call, the air unit shall respond to a vehicle pursuit. The air unit shall be responsible for monitoring and broadcasting pursuit information. The air unit shall advise the concerned ground units of road hazards or any unsafe conditions. Overall control of the pursuit shall remain with the primary ground unit and the concerned supervisor.

Note: It is imperative all personnel understand that circumstances sometimes exist which either preclude an air unit from responding to a vehicular pursuit or cause an air unit to prematurely disengage. Inclement weather, terrain, air space restrictions and air traffic are factors which can affect an air unit's involvement in a pursuit situation.

In any pursuit, and especially in a hostage situation, the use of an air unit is recommended.

Once the air unit has established visual contact with the pursued vehicle and believes that it can best maintain

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visual contact and broadcast pursuit information, the air unit shall advise Communications Division. Communications Division shall advise the pursuing units and ask if responsibility for broadcasting pursuit information shall be assumed by the air unit. The senior officer in the primary unit shall relinquish responsibility for broadcasting pursuit information by notifying Communications Division, unless in the officer's judgement the gravity of the offense and the surrounding terrain dictate that responsibility for broadcasting pursuit information and coordinating field activities should remain with the ground unit.

If the circumstances of the pursuit indicate that apprehension of the pursued vehicle by the pursuing units appears unlikely (i.e., suspect vehicle continuously increases distance between the ground units, or the suspect's vehicle is frequently out of sight of the ground units), the primary unit or a supervisor may direct the air unit to continue and **track** the pursued vehicle.

When the tracking of the pursued vehicle is assumed by the air unit, officers in the concerned ground units shall broadcast whatever information is necessary to assist the air unit. The primary and secondary ground units may proceed Code 3, if necessary, and should, if possible, follow the suspect vehicle at a distance which would allow them to apprehend the suspect when the suspect vehicle has stopped and the suspects have fled on foot. The air unit shall continue to broadcast pursuit information and coordinate field activities until the suspects have been apprehended or until conditions (such as inclement weather, terrain, other air traffic, etc.) necessitate disengagement from the incident. Under those circumstances, the involved ground unit shall be advised by Communications Division to assume responsibility for broadcasting pursuit information and following the suspect vehicle.

If ground units are not within visual contact and the air unit determines, in the interest of safety, that it can no longer continue to track the suspect vehicle, the air unit shall discontinue tracking the vehicle and notify Communications Division.

To assist the supervisor responsible for the control of the pursuit, the air unit shall:

- * Identify all law enforcement vehicles involved in the pursuit and record the corresponding shop numbers (or vehicle descriptions when shop numbers are not available).

- * Respond, as practicable, to any other requests from the supervisor responsible for management control of the pursuit.

V. DISCONTINUING THE PURSUIT - REVISED. Officers involved in a pursuit shall continually evaluate the necessity for continuing the pursuit. Officers must determine whether the seriousness of the initial violation or any subsequent violations reasonably warrants continuation of the pursuit. The following factors should be considered when assessing whether to continue or terminate a pursuit:

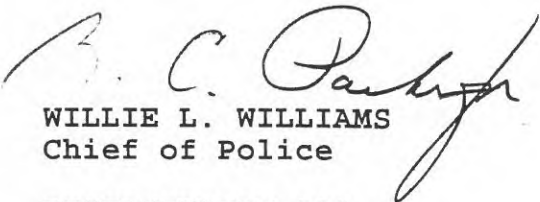
- * Whether there is an unreasonable risk of injury to the public or to the pursuing officers.
- * Whether speeds dangerously exceed the normal flow of traffic.
- * Whether vehicular and/or pedestrian traffic safety is unreasonably compromised.
- * Whether the suspects can be apprehended at a later time.
- * If the weather conditions such as rain, fog, snow, etc., create an unreasonable risk of injury to the public or the pursuing officers.
- * The suspect is not responding to the emergency equipment, i.e., siren and red lights of the police vehicle; is not accelerating to get away from the officer; and the only known reason for initiating a pursuit is a minor traffic infraction.
- * The seriousness of the crime and its relationship to community safety.
- * The traffic conditions:
 - * Volume of vehicular traffic.
 - * Volume of pedestrian traffic.
 - * Road conditions.
- * Nature of the area of the pursuit: i.e., residential, commercial, or rural.
- * Whether the lack or quality of communication between the primary unit and Communications Division or the concerned supervisor causes an unreasonable risk to the public.
- * The familiarity of the primary pursuing officer with the area.

All officers involved in vehicle pursuits will be held accountable for the continuation of a pursuit when circumstances indicate it should have been discontinued. Since driver officers are usually concentrating on the safe operation of the police vehicle, passenger officers are particularly responsible for advising drivers when they feel the pursuit is exceeding reasonable limits.

AMENDMENTS: This Order amends Sections 1/555.10, 1/555.15, 1/555.20, 1/555.25, and 1/555.50 of the Department Manual.

AUGUST 12, 1994

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

AUGUST 19, 1994

SUBJECT: RETURN OF DANGEROUS FIREARMS CONFISCATED FROM
MENTALLY DISORDERED PERSONS - REVISED

PURPOSE: The California State Welfare and Institutions Code (WIC) established requirements for the confiscation from, and return of firearms and other deadly weapons to, mentally disordered persons to ensure the safety of the public and to protect the constitutional rights of mentally disordered persons. Section 8102 WIC requires that any law enforcement agency or peace officer confiscate any firearm or any other deadly weapon from any person who is detained or apprehended for examination of his or her mental condition and is a danger to others, or to himself or herself, or gravely disabled as provided in Section 5150 WIC. This Order revises the responsibilities of Detective Headquarters Division, revises procedures for the confiscation and return of firearms seized from mentally disordered persons, and activates the Weapons Confiscation Receipt, Form 10.10.1.

PROCEDURE:

- I. **OFFICERS' RESPONSIBILITIES.** When a person is taken into custody because of his or her mental condition and is in possession of a firearm or other deadly weapon, the firearm or weapon shall be seized and booked as "Evidence".

Note: For the purpose of this procedure, "deadly weapon", as used in Sections 8100, 8101, 8102, and 8103 WIC, means any weapon, the possession or concealed carrying of which is prohibited by Section 12020 of the Penal Code.

When the Mental Evaluation Unit (MEU), Detective Headquarters Division has verified that a mental patient, in possession of a weapon, has escaped from a designated mental hospital, the weapon shall be seized and booked as "Evidence" and the mental patient should be booked for a felony under authority of 8103(2)(f)(1) WIC.

Officers having probable cause to believe that a mentally disordered person owns, possesses, or has access to a firearm or any other deadly weapon located inside a residence or any other premises shall, when possible, obtain consent to search for the weapon. If consent cannot be obtained, officers shall contact MEU and be guided by the advice of the investigator on duty.

AUGUST 19, 1994

Note: If officers encounter a mentally disordered person they believe to be clearly incapable of providing an informed consent for a search, they shall contact MEU for advice.

A Weapons Confiscation Receipt, Form 10.10.1, shall be completed by the officer and given to any mentally disordered person from whom a firearm or other deadly weapon has been seized. Officers shall ensure that a copy of the Weapons Confiscation Receipt is forwarded to MEU to prevent mentally disordered persons from recovering their firearms or weapons before they have been judged competent to own a firearm or weapon. Additionally, due to the legal complexities of the Welfare and Institutions Code, and in the interest of public safety, officers shall contact MEU for guidance **prior** to taking any apparently mentally disordered person into custody (4/260.20) and prior to releasing a confiscated firearm or weapon to a mentally disordered person.

II. DETECTIVE HEADQUARTERS DIVISION'S RESPONSIBILITIES - REVISED. The Mental Evaluation Unit, Detective Headquarters Division, shall be responsible for:

- * Providing advice to officers on the confiscation and disposition of firearms or other deadly weapons confiscated from mentally disordered persons.
- * Maintaining a file of Weapons Confiscation Receipts.

III. RELEASE OF FIREARMS OR OTHER DEADLY WEAPONS TO MENTALLY DISORDERED PERSONS - REVISED. Before releasing a firearm or other deadly weapon to any person who has been previously detained due to a mental disorder, or exhibits symptoms of a mental disorder, the concerned investigating officer shall contact MEU for advice in determining the conditions for release of the firearm or weapon.

IV. WEAPONS CONFISCATION RECEIPT, FORM 10.10.1 - ACTIVATED. The Weapons Confiscation Receipt, Form 10.10.1, is activated.

Use of Form. This form is used to record the receipt of firearms and other deadly weapons seized from mentally disordered persons pursuant to Section 8102 of the Welfare and Institutions Code (WIC). A Copy of the Weapons Confiscation Receipt shall be given to mentally disordered persons from whom firearms or other deadly weapons have been seized.

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Completion. Officers taking mentally disordered persons into custody pursuant to Section 5150 WIC shall complete a Weapons Confiscation Receipt whenever a firearm or other deadly weapon is seized from a mentally disordered person.

Distribution.

- 1 - Original, Records and Identification Division, as a page of the related reports.
- 1 - Duplicate, person from whom the firearm or other deadly weapon was taken.
- 1 - Duplicate, Mental Evaluation Unit, Detective Headquarters Division.
- 3 - Total

FORM AVAILABILITY: The attached copy of the Weapons Confiscation Receipt, Form 10.10.1, shall be duplicated as necessary until the form is available through Supply Division.

AMENDMENTS: This Order amends Sections 2/1042.31, 4/260.25, and 4/560.40 of, and adds Section 5/10.10.1 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

SEPTEMBER 2, 1994

SUBJECT: CHECKLIST - MAJOR TRAFFIC COLLISION, FORM 14.19 - REVISED

PURPOSE: This Order revises the Checklist - Major Traffic Collision, Form 14.19, to include the Railroad Crossing Collision Checklist on the reverse side of the form. The revised form is retitled "Checklist - Major Traffic Collision/Railroad Crossing Collision".

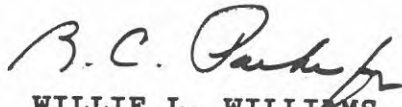
PROCEDURE:

- I. **Use of Form.** The reverse side of the form, Checklist - Major Traffic Collision/Railroad Crossing Collision, is intended to assist in the investigation of traffic collisions involving railroad trains at grade crossings.
- II. **Completion.** The form is a checklist and may be marked in a manner signifying completion of a step or procedure.

FORM AVAILABILITY: The revised Checklist - Major Traffic/Railroad Crossing Collision, Form 14.19, will be available when the current stock is depleted. The revised reverse side of the form (Railroad Collision Checklist) is attached for duplication pending availability of the new form.

AMENDMENT: This Order amends Section 5/14.19 of the Department Manual.

AUDIT RESPONSIBILITY: Each geographic bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

RAILROAD CROSSING COLLISION CHECKLIST

Traffic collisions involving Metrolink trains are considered "CPI", and the same SCID callout criteria apply, ("A" or "K" injury etc.); however, the "CPI" box on the 4.01 face sheet is not checked.

If it is determined that the T/C meets the criteria for SCID Team response, follow the instructions for Major Traffic Collision and make the necessary notifications.

In a train vs. pedestrian T/C, number the Death Report (3.11) as page 1. The Traffic Collision Report - Investigation, Form 4.02, shall be retitled to a Death Report and numbered page 2. The narrative shall follow the traffic collision reporting sequence at the top of the Form 4.02.

If a body is on the rails, and the train is unable to be moved, contact the Coroner's office at (213) 343-0711 to obtain permission to move the body off of the rails. The personnel at scene shall be responsible for ensuring the body is photographed and its position marked prior to the body being moved.

The train conductor is responsible for the movement of the train and shall be listed as a "party" on the 4.01. The Engineer and Brakeman are listed as witnesses only.

All efforts should be made to cooperate with railroad personnel and expedite the opening of the rail lines.

Conductor Information:

- ☐ Name
- ☐ Address
- ☐ DOB
- ☐ Phone
- (Operator's license number not required on collision report)

Engineer Information:

- ☐ Name
- ☐ Address
- ☐ DOB
- ☐ Phone
- ☐ Time of T/C
- ☐ Estimate train speed at time of collision
- (Operator's license number not required on collision report)

Train Information:

- ☐ Lead engine number
- ☐ Train ID number (from Conductor)
- ☐ Number of cars in train
- ☐ Railroad Co. name/address (owns tracks)
- ☐ Name of Railroad Co. operating train
- ☐ Additional crew members

Engine Information:

- ☐ Headlight working?
- ☐ Horn working?
- ☐ Bell working?

Miscellaneous Information:

- ☐ RR car number on crossing?
- ☐ Distance to last RR car from Point of Impact?
- ☐ Witnesses

Crossing Signals:

- ☐ Light/gate bell combination?
- ☐ Light/bell combination?
- ☐ Passive warning (crossbucks)?
- ☐ Wig-wag type?
- ☐ Lights flashing/bells ringing upon your arrival?
- ☐ Crossing gates down? (if devices not working upon your arrival, explain)

Other Crossing Characteristics:

- ☐ Advanced warning signs in place? Location of same?
- ☐ Crossing surface (rubber, asphalt, etc)
- ☐ Pavement markings?
- ☐ DOT/AAR crossing number?
- ☐ Width of Right of Way?
- ☐ Visual obstructions on driver's approach?
- ☐ Citations issued if warranted?

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

SEPTEMBER 9, 1994

SUBJECT: PROCEDURES FOR REPORTING USE OF FORCE INCIDENTS -
REVISED

PURPOSE: Recent audits of the Department's Use of Force reporting and review procedures have revealed a lack of uniformity. This Order implements the Divisional Use of Force Review Board, establishes uniform procedures for review and reporting of Use of Force incidents, and revises the Use of Force Report, Form 1.67.2, to simplify its use for capturing critical information for analyzing Use of Force incidents.

PROCEDURE:

- I. **DIVISIONAL USE OF FORCE REVIEW BOARD - IMPLEMENTED.** A Divisional Use of Force Review Board shall be convened by the commanding officer of an involved employee subsequent to a reportable Use of Force incident.

Note: Divisional Use of Force Review Boards shall not be convened for incidents that will be reviewed by the Department Use of Force Review Board (2/092.50), and shall be suspended when it is learned that the Department Use of Force Review Board has been convened.

The membership of Divisional Use of Force Review Boards may change for each Board, or commanding officers may elect to assign personnel to serve as members of Divisional Use of Force Review Boards for a specified period. The Divisional Use of Force Review Board shall consist of two members of a rank equal to the involved employee and a chairperson of supervisory rank at least one rank above the involved employee. Employees involved in a Use of Force incident under review, either as participants or as witnesses, are ineligible to serve on a Divisional Use of Force Review Board. Involved employees are also not allowed to be present when the Board considers their case, except to provide a presentation at the discretion of the Board.

Note: For the purpose of determining eligibility to serve on a Use of Force Review Board, **any employee** who may be able to provide testimony to the Board is considered "involved," and thus ineligible to serve on the Board for which he/she has testimony.

- A. **Commanding Officer - Responsibilities.** The commanding officer of an employee involved in a reportable Use of Force incident shall:

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- * Select Divisional Use of Force Review Board members based on their demonstrated knowledge of sound tactics and judgment;
- * Provide the Board with a copy of all reports related to the incident under review;
- * Review the recommendations of the Board and determine a final classification;
- * Forward the completed Use of Force Report to the concerned bureau or next higher reviewing authority within **ten administrative working days** of the Use of Force incident;
- * Upon return of the approved Use of Force Report from the concerned bureau or next higher reviewing authority, cause the required distribution within **five administrative working days**; and,
- * Direct the concerned Board chairperson to review the Board's findings and the final classification with the involved employee(s).

Note: Counseling, training, or corrective action shall be documented on the involved employee's Employee Comment Sheet, Form 1.77, in accordance with Special Order No. 25, 1992, Employee Comment Files.

B. **Bureau Commanding Officer/Reviewing Authority - Responsibilities.** Bureau commanding officers, or the next higher reviewing authority when a bureau is not involved, shall review, approve (if appropriate), and sign each Use of Force Report. The report shall be returned to the concerned division commanding officer without unnecessary delay.

C. **Divisional Use of Force Review Board - Responsibilities.** Divisional Use of Force Review Board members shall:

- * Review all reports related to the Use of Force incident;
- * Discuss all elements of the Use of Force incident (e.g., tactics prior to, during, and after the incident; the type and amount of force used; etc.);
- * Document conclusions and recommendations using the Use of Force Report.

Note: The Board shall review the Use of Force histories of involved employees **after** conclusions have been reached and **prior** to preparing recommendations.

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D. **Chairperson, Divisional Use of Force Review Board - Responsibilities.** The chairperson shall be responsible for completing the "Divisional Use of Force Review Board" portion of the Use of Force Report. In addition, the chairperson shall:

- * Ensure that each Board member has read all reports related to the incident;
- * Ensure that all elements of the incident are discussed by the Board;
- * Request the investigating supervisor to conduct additional investigation if needed;
- * Include any dissenting opinions by Board members in the narrative portion of the report;
- * Mark the appropriate "No Further Review" or "Further Review" box for each of the categories;

Note: "No Further Review" indicates that everything in the category in question was in policy and no further action is recommended. In contrast, "Further Review" indicates the Board sees a need for a further review of the issues in that specific category.

- * Return the Use of Force Report to the commanding officer within **five administrative working days**; and,
- * At the direction of the concerned commanding officer, review the final classification with the involved employee(s).

Note: Counseling, training, or corrective action shall be documented on the involved employee's Employee Comment Sheet.

II. **REPORTABLE USE OF FORCE INCIDENTS.** The completion of a Use of Force Report, Form 1.67.2, is required when any on-duty Department employee, or off-duty employee whose occupation as a Department employee is a factor, uses a non-lethal control device or physical force to:

- * Compel a person to comply with the employee's directions; or
- * Overcome resistance by a suspect during an arrest or a detention; or
- * Defend any person from an aggressive action.

Exceptions: The following incidents are **not** reportable under the provisions of this section:

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- * The use of a firm grip control only, which does not result in an injury;
- * That force necessary to overcome passive resistance due to physical disability or intoxication **which does not result in an injury** (e.g., wrist lock to assist an intoxicated person to a standing position, etc.);
- * An incident investigated by the Officer-Involved Shooting Section, Robbery-Homicide Division;
- * An incident investigated by the Officer-Involved Shooting Team, Detective Headquarters Division; or
- * Any non-lethal control device or physical force used at an approved training exercise.

III. **USE OF FORCE REPORT, FORM 1.67.2 - REVISED.** The Use of Force Report, Form 1.67.2, has been revised.

- A. **Use of Form.** This form is used to report all reportable Use of Force incidents (4/245.05). A separate report is required for each suspect upon whom force is used. Up to three officers may be listed on one form; additional officers shall be listed on a continuation sheet.
- B. **Completion - DR Number.** The Use of Force Report does not require a DR number. However, if related reports are completed which require a DR number, that number shall be entered on the form.
- C. **Distribution.** The Use of Force Report shall be distributed after the appropriate bureau level review has been completed and the Divisional Use of Force Review Board has completed its review (4/245.12).
 - 1 - Original, Commanding Officer, Human Resources Bureau.
 - 1 - Employee's commanding officer.
 - 1 - Commanding Officer, Training Division.
 - 1 - Area Training Coordinator.
 - 4 - TOTAL

A copy of all related reports shall be attached to and distributed with each form.

IV. **REPORTING USE OF FORCE INCIDENTS - REVISED.**

- A. **On-Duty Employee - Responsibilities.** On-duty employees involved in a reportable Use of Force incident shall:
 - * Notify a supervisor from their Area/division of assignment without delay; and

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- * Report the full details of the Use of Force incident, including specific statements and identification of all witnesses and physical evidence which describes the Use of Force, in the related Department arrest or crime report. (Use an Employee's Report, Form 15.7, when a crime or arrest report is not required.)

B. Off-Duty Employee - Responsibilities. Off-duty employees involved in a reportable Use of Force incident in which the employee's occupation as a Department employee is a factor shall:

- * Notify a supervisor from their Area/division of assignment without delay; or
- * Notify the Watch Commander, Detective Headquarters Division, when the employee's location of assignment is closed; and
- * Submit an Employee's Report, Form 15.7, reporting the full details of the Use of Force incident, including specific statements and identification of all witnesses and physical evidence which describes the Use of Force, and list all connected outside agency reports no later than the next regularly scheduled tour of duty.

Note: This Order does not alter requirements for reporting off-duty incidents that may be of concern to the Department (e.g., incidents likely to result in a police response or crime report, etc.).

C. Supervisor - Responsibilities. When notified that a Use of Force incident has occurred, a supervisor from the employee's Area/division of assignment, or any supervisor assigned the investigation when the involved employee's division is closed, shall:

- * Respond to the scene of the Use of Force incident;

Note: When exigent circumstances exist and a response to the scene of a Use of Force incident is impracticable, the supervisor shall arrange an alternate location for the investigation to be completed (i.e., away from a hostile group, or at the station). When no supervisor from the concerned Area is uninvolved or available to respond, a supervisor from an adjoining area (preferably from the same bureau) shall respond and complete the initial investigation.

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- * Independently interview all involved employees, suspects, and witnesses to determine what occurred;
- * Ask the involved suspects if an injury occurred, how they were injured, and determine if the injury is consistent with the actions reported;
- * Ensure medical treatment is obtained if necessary;
- * Obtain photographs of all injuries and complained-of injuries, even when no visible evidence of the complained-of injuries is present;
- * Complete a separate Use of Force Report for each suspect upon whom force was used;

Note: Only employees who used a reportable Use of Force as defined in Section II of this Order shall be listed in the "Involved Employee(s)" section of the Use of Force Report. Other employees associated with the incident, but not using a reportable Use of Force, should be listed as witnesses in the "Supervisory Narrative."

- * Ensure that the primary Department report (i.e., crime, arrest, or Form 15.7) contains a complete account of the incident;
- * Approve all related reports; and

Note: Supervisors shall not delegate or postpone this responsibility. When necessary, the investigating supervisor shall remain on duty beyond end of watch to approve related reports.

- * Use the Sergeant's Daily Report, Form 15.48, or Watch Commander's Daily Report, Form 15.80, to indicate that a Use of Force Report was completed.

Example: "1600-1630 hours: SEE USE OF FORCE REPORT." (Do not duplicate information contained in related reports).

The supervisor shall examine all aspects of the Use of Force incident (e.g, statements of involved parties, other employees and suspects, evidence, techniques and tactics used by the involved employees, etc.) and report the findings in the Use of Force Report.

Note: Particular attention should be paid to the approach (position of advantage) of the employees, observations of the employees, communication between employee and suspects, and the planning developed by the employees.

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The supervisory review section of the Use of Force Report is intended to be a brief account of the supervisor's investigation. It need not repeat information that is included in any attached report. When all physical evidence, injury information, and witness statements are consistent with the narrative of the primary Department report (i.e., crime, arrest, or, Form 15.7), the evidence, injury, and witness information should simply be summarized and a statement included that all findings are consistent with the police report of the incident.

When evidence or a witness statement conflicts with the narrative of the primary Department report, an explanation of the differences shall be included in the supervisory review. **In these instances, statements of witnesses and employees shall not be paraphrased.** All statements shall be reported verbatim.

The supervisory review shall document the employees' actions and serve as an investigative report for review by the Divisional Use of Force Review Board. The investigating supervisor **shall not** normally counsel or correct the employees at the time the Use of Force Report is completed.

Note: When an incident involves misconduct or requires immediate corrective action to prevent escalation or reduce liability, the investigating supervisor shall initiate the appropriate action. Any counseling, training, or corrective action taken in these instances shall be documented in the employees' comment files and in the Use of Force Report.

When appropriate, an explanation should be included detailing why a Use of Force technique could not be used (e.g., Oleoresin Capsicum "OC" spray not used due to existing wind conditions which would have exposed officers to the spray and caused an officer safety hazard; TASER unavailable; baton not considered due to lack of space; spontaneous action did not allow for verbalization; flashlight used due to baton being lost during foot pursuit, etc.).

Note: If a supervisor is personally involved in a Use of Force incident, either by planning or taking action, the supervisor shall not conduct the Use of Force investigation, nor shall he/she be a member of any subsequent Use of Force Review Board involving that incident.

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D. Detective Headquarters Division (DHD) -
Responsibilities. Upon being notified of an off-duty
Use of Force incident, the DHD watch commander shall:

- * Cause the nearest on-duty supervisor to respond to the location of occurrence and complete the supervisory investigation and reports; or
- * When circumstances prevent the employee from standing by for a responding supervisor, advise the employee to respond to the nearest on-duty watch commander (i.e., geographic Area or DHD).
- * Immediately contact the employee's commanding officer and brief him/her on the details of the incident.
- * When it is not practical for a supervisor to respond to the scene or for the employee to report to a watch commander (e.g., due to injuries, distance, etc.), the DHD watch commander shall assign a DHD supervisor to telephonically complete a Use of Force investigation. The report shall be forwarded to the commanding officer of the involved employee.

Note: The commanding officer of the involved employee shall ensure that a follow-up investigation, if appropriate, is conducted prior to convening the Divisional Use of Force Review Board.

FORM AVAILABILITY: A copy of the revised Use of Force Report, Form 1.67.2, is attached and shall be duplicated as needed until the revised form is available at Supply Division. A Notice will be published when the form is available. All remaining stock of the old Use of Force Report shall be bundled, marked "Obsolete - Destroy", and returned to Supply Division immediately.

AMENDMENTS: This Order amends Sections 4/245.05, 4/245.10, 4/246.10, 4/246.15, and 5/1.67.2 of, and adds Section 4/245.12 to, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT
USE OF FORCE REPORT

DR

Page ____ of ____

Date		Time		Location of Occurrence			RD	
Officer's Name (Last, first, middle)						Booking No.		Charge/Crime
Sex	Descent	Height	Weight	DOB	Age	Connecting Reports		
Source of Activity <input type="checkbox"/> Observation <input type="checkbox"/> Radio Call <input type="checkbox"/> Citizen Call <input type="checkbox"/> Station Call <input type="checkbox"/> Other							Incident No.	

TYPE OF RESISTANCE (Check all that apply)

<input type="checkbox"/> Subject pulled away from officer	01	<input type="checkbox"/> Subject attempted escape	04	<input type="checkbox"/> Subject verbalized resistance	07
<input type="checkbox"/> Subject attacked officer	02	<input type="checkbox"/> Subject assumed fighting stance	05	<input type="checkbox"/> Other:	08
<input type="checkbox"/> Subject refused search	03	<input type="checkbox"/> Subject armed/simulated weapon	06		

TYPE OF FORCE (Check all that apply)

Compliance Techniques

<input type="checkbox"/> Twist Lock	11	<input type="checkbox"/> Wrist Lock	12
<input type="checkbox"/> Other	13: (Specify) _____		

Impact Techniques

Upper Body

<input type="checkbox"/> Baton	16	<input type="checkbox"/> Carotid	20
<input type="checkbox"/> Sap	17	<input type="checkbox"/> Modified Carotid	21
<input type="checkbox"/> Kubaton	18	<input type="checkbox"/> Locked Carotid	22
<input type="checkbox"/> Other	19: (Specify) _____		

(Motion used)

Other

<input type="checkbox"/> Strike	<input type="checkbox"/> Kicks	23
<input type="checkbox"/> Jab	<input type="checkbox"/> Punch	24
<input type="checkbox"/> Block	<input type="checkbox"/> Leg Sweep	25
<input type="checkbox"/> Control	<input type="checkbox"/> Bodily Force	26
	<input type="checkbox"/> Swarm	27
	<input type="checkbox"/> Other	28: (Specify) _____

Control Techniques

☐ Chemical Spray 14 View from ☐ Front ☐ Back

Type _____

Expiration date _____

Available ☐ Yes ☐ NoEffective ☐ Yes ☐ No☐ Electronic Device 15Requested ☐ Yes ☐ No

Type _____

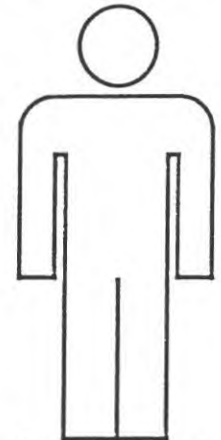
Serial No. _____

No. of cassettes fired _____

Did darts penetrate skin?

☐ Yes ☐ NoEffective ☐ Yes ☐ No

If control technique was not effective, state reason below.



Show area of contact.

EFFECTS Describe subject's response and/or reason for escalation.

Subject injured by UOF? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of force primarily responsible for injury? (Use code from above) _____		Type of injury - Circle one: (based on traffic collision injury classifications) A B C							
Involved Employee(s)	1	Last name, first, middle initial		Serial No.	Div./Detail	Sex	Descent	Height	Weight	In uniform <input type="checkbox"/> Yes <input type="checkbox"/> No	On duty <input type="checkbox"/> Yes <input type="checkbox"/> No
		Type of force used (List in order used)		Describe injuries to officer if any.							Time on Dept.
	2									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
											Time on Dept.
3										<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
										Time on Dept.	

Supervisor at scene		Name	
Serial No.	Div.		
Witnessed UOF incident <input type="checkbox"/> Yes <input type="checkbox"/> No			

Investigating Supervisor Serial No. Div./Detail

Who or OIC approving Serial No. Div./Detail

Date and time reproduced Division Clerk

FINAL CLASSIFICATION BY COMMANDING OFFICER			
	Tactics Prior	Tactics During	Use of Force
INVOLVED EMPLOYEE 1	<input type="checkbox"/>	<input type="checkbox"/> IN POLICY <input type="checkbox"/> OUT OF POLICY	<input type="checkbox"/>
INVOLVED EMPLOYEE 2	<input type="checkbox"/>	<input type="checkbox"/> IN POLICY <input type="checkbox"/> OUT OF POLICY	<input type="checkbox"/>
INVOLVED EMPLOYEE 3	<input type="checkbox"/>	<input type="checkbox"/> IN POLICY <input type="checkbox"/> OUT OF POLICY	<input type="checkbox"/>
Typed name and signature Date closed			

DR

SUPERVISORY NARRATIVE: (Use continuation sheet for narrative.) I. Summary of incident. II. Techniques/tactics (include approach, observations, communication, and planning by employees). III. Reason for type of force used. IV. Summary of interviews (include witness statements and information). V. Examination of injuries vs. level of force used. VI. Photographs/evidence. VII. Notifications. VIII. Counselling/corrective action (if any). IX. Unusual circumstances. DO NOT restate facts included in related Department Reports. Sergeant's Daily Report should include "See U- of For [redacted] only."

Signature

Evaluation of Use of Force incident

[illegible]

ate	Boardmember	Serial No.	Signature
ate	Boardmember	Serial No.	Signature
ate	Chairperson	Serial No.	Signature

☐ None ☐ Training • Tactics ☐ Counselling/Employee
Comment Sheet ☐ Divisional Training Coordinator
(To schedule training) ☐ Personnel Complaint, Form 1.81

response to UOF Review Board/Administrative Insight:

re	Commanding Officer	Signature
re	Bureau Commanding Officer	Signature

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

SEPTEMBER 16, 1994

SUBJECT: DISPOSAL OF INFECTIOUS WASTE

PURPOSE: Many Department employees come into contact with infectious materials during the normal course of their duties. Such contacts usually occur in connection with a criminal investigation, traffic collision investigation, or an arrest, and may involve booking a body fluid sample, a blood-stained weapon, or similar evidence. When infectious material has no evidentiary value, and is not otherwise properly classified as property, it should be discarded. Latex gloves, specimen containers, and resuscitation masks are some examples of items which could become contaminated with infectious material as a result of normal use by Department employees and which are subject to disposal. When such infectious materials are discarded, they become **infectious waste**.

The specific protocol for the disposal of **infectious waste** is prescribed by State law. Human blood and most other body fluids, including items contaminated with such material, are classified as either **contaminated** or **regulated** infectious waste, and each requires a different disposal procedure. This Order establishes procedures for the disposal of regulated and contaminated infectious waste material by Department employees.

Note: This Order does not affect Department procedures pertaining to the disposition of evidence or other property.

PROCEDURE:

I. DEFINITIONS.

Infectious material. Infectious material includes blood and any body fluid other than saliva and vomitus, unless blood is visible.

Infectious waste. Infectious waste is any waste item containing infectious material on the inside or outside of the item. All infectious waste is classified as contaminated infectious waste or regulated infectious waste.

Contaminated infectious waste. Contaminated infectious waste refers primarily to personal hygiene products such as sanitary napkins, adhesive bandages, diapers, tissue paper, etc. Such items are commonly used by the general public and become soiled with infectious material as a result of normal intended use. No special disposal procedures are required by law. However, any item soaked or caked with blood would qualify as regulated infectious waste and would require special disposal procedures.

Regulated infectious waste. The definition of regulated infectious waste includes:

- * Any liquid or semi-liquid infectious material, or any item contaminated with infectious material which, if compressed, could release the infectious material in a liquid or semi-liquid state.
- * Any item caked with infectious material which could be released during handling.
- * Contaminated objects capable of piercing the skin. All syringes not secured in an original manufacturer's container are presumed to be contaminated.

Note: The distinction between contaminated and regulated infectious waste is one of different State disposal requirements. These requirements are primarily concerned with the origin rather than the type of infectious waste material. Employees should use established universal precautions, as outlined in Personnel and Training Bureau Notice, dated January 9, 1990, "Aids Update", when handling any infectious material.

II. EMPLOYEES SECURING AND DISPOSING OF INFECTIOUS WASTE - RESPONSIBILITIES. The proper disposal of infectious waste is the responsibility of the employee having custody of the material. A Department employee disposing of infectious waste shall do so in accordance with the procedures set forth in this Order.

B. Contaminated infectious waste. Employees disposing of contaminated infectious waste may dispose of the items as normal waste material, unless the item is caked or soaked with infectious material.

A. Regulated infectious waste. Any employee disposing of regulated infectious waste shall secure the item in a Department-approved red bio-hazardous disposal bag. Syringes shall be secured in a Department-approved polypropylene evidence tube prior to being placed in a disposal bag. Any other contaminated sharp objects shall be secured in such a manner to prevent puncturing the bag as a result of normal handling. All regulated infectious waste shall be double-bagged. The top of the bag shall be tied in a knot or secured with a twist tie.

Note: Any material deposited in a bio-hazardous disposal receptacle is presumed to thereby become contaminated and require disposal as regulated infectious waste. Ordinary waste material shall not be secured in bio-hazardous disposal bags nor deposited in bio-hazardous receptacles. Secured and

SEPTEMBER 16, 1994

bagged regulated infectious waste may be disposed of at the following locations:

- * Piper Technical Center, Space 270, bio-hazardous disposal bin (key available from Scientific Investigation Division during normal business hours).
- * Valley Headquarters Building, bio-hazardous disposal bin, northwest parking lot (key available from Valley Property Section).
- * Dispensary, Jail Division or Valley Jail Section.

III. SUPERVISORY RESPONSIBILITIES. A watch commander, unit OIC, or immediate supervisor may determine that the disposal of regulated infectious waste material by the concerned employee is not practical or desirable. Properly secured regulated infectious waste material may be transported by another designated employee or secured at the work location in the Area temporary bio-hazardous disposal receptacle until transportation is arranged, not to exceed two days.

Outlying Areas which use the Department evidence courier system may use the courier service to transport regulated infectious waste to the appropriate bio-hazardous disposal location. The watch commander shall ensure that properly secured regulated infectious waste material is removed by the courier daily.

IV. COMMANDING OFFICER - RESPONSIBILITIES. Commanding officers shall ensure that their respective division or unit vehicles are equipped with Department-approved containers for securing regulated infectious waste.


Concerned commanding officers shall ensure that an adequate supply of Department-approved bio-hazardous disposal bags for securing regulated infectious waste is maintained and is accessible to employees. Red bio-hazardous disposal bags and other required disposal equipment are available upon request from Supply Division.

V. SCIENTIFIC INVESTIGATION DIVISION - RESPONSIBILITIES. In addition to transporting analyzed evidence, the Scientific Investigation Division (SID) evidence courier shall transport properly secured regulated infectious waste from those outlying Areas which utilize the evidence courier service. The evidence courier shall dispose of all transported waste material in accordance with established SID regulated infectious waste disposal procedures.

SEPTEMBER 16, 1994

AMENDMENTS: This Order adds Section 3/712.13 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, and each operations-bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER (MMA) NO. 22

September 23, 1994

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

I. PROCEDURES FOR INTERRUPTING A CODE TWO CALL - REVISED.

Special Order No. 5, 1988, Section I, Police work of Major Importance, defined the term "police work of major importance" and identified criteria under which officers may interrupt a Code two call. This Order revises the requirement for a supervisor to respond to the scene when officers interrupt a Code Two call.

- A. Interrupt a Code Two Call.** A radio call accompanied by a Code Two designation is an urgent call and shall be answered immediately. Officers responding to a "Code Two" radio call shall only interrupt the Code Two call to perform police work of major importance.

Officers' Responsibilities. The decision to interrupt a Code Two call should be based upon the comparative urgency of the assigned call and the intervening incident. When officers decide to interrupt their response to a Code Two call, they shall notify and obtain approval from a supervisor. After obtaining supervisory approval, the officers shall notify Communications Division and request that the Code Two call be reassigned. Additionally, officers shall ensure that the appropriate log entry, including the basis for the interruption and the name of the supervisor who was notified and approved of the delay, is included in their Daily Field Activities Report, Form 15.52.

Note: Officers need not notify a supervisor when their Code Two call is interrupted at the direction of either Communications Division or a Department supervisor.

Supervisors' Responsibilities. Supervisors authorizing the interruption and reassignment of a Code Two call may respond to the scene of the interrupting incident at their discretion.

AMENDMENTS: This Order amends Section 4/120.40 of the Department Manual.

AUDIT RESPONSIBILITY. The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. CITATION CANCELLATION REQUESTS INVOLVING RECOVERED STOLEN VEHICLES. This Order informs Department personnel that requests for cancellation of absentee citations involving recovered stolen vehicles require one Citation Cancellation Request, Form 4.45, per vehicle regardless of the number of absentee citations issued to the vehicle. In addition, such requests do not need to be reviewed by the concerned bureau commanding officer.

A. Officers' Responsibilities. Officers recovering a stolen vehicle that has received an absentee citation(s) during the period it was stolen shall complete only one Citation Cancellation Request, Form 4.45, to cancel the citation(s). If the vehicle has more than one absentee citation, the additional violations shall be listed in the "Explanation" section of the Citation Cancellation Request.

B. Area/Division Commanding Officers' Responsibilities - Revised. Area/division commanding officers receiving a Citation Cancellation Request involving a recovered stolen vehicle shall forward the original and one copy of the approved request directly to the Parking Administrator, Department of Transportation.

C. Bureau Commanding Officers' Responsibilities - Revised. Bureau commanding officers no longer need to review or sign Citation Cancellation Requests involving only recovered stolen vehicles.

FORM AVAILABILITY: The Citation Cancellation Request, Form 4.45, will be revised at the next routine printing to reflect absentee citation cancellation procedures.

AMENDMENTS: This Order amends Sections 4/326.10 and 5/4.45 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. TRANSFER OF INVESTIGATIVE RESPONSIBILITIES TO THE THREAT MANAGEMENT UNIT - REVISED. This Order transfers the responsibility of investigating all written and verbal threats of harm to public officials or prominent persons from Criminal Conspiracy Section, Detective Support Division, to the Threat Management Unit, Detective Headquarters Division (DHD).

Effective immediately, the Threat Management Unit, DHD, is responsible for investigating all written and verbal threats of harm to public officials or prominent persons.

AMENDMENTS: This Order amends Sections 2/1043.21, and 4/271.30 of, and adds Section 4/271.25 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. **SPECIAL ORDER NO. 17, 1994 - REVISED.** This Order revises Section II of Special Order No. 17, 1993, Vehicle License Plate Information. The Officer Responsibility Section is revised to include the exception for officers booking written evidence, when the evidence is relative to a traffic collision.

Officers who receive verbal information from a victim or witness regarding the license plate number of a vehicle involved in a crime shall:

- * Direct the victim or witness to write the license plate information on a piece of paper, then have the victim or witness sign, date, and record the time on the piece of paper.
- * Book the piece of paper as evidence (4/510).

Exception: When the license plate number is that of a vehicle involved in a traffic collision, such as a hit and run vehicle, officers shall attach the piece of paper to a separate Traffic Collision Report Supplement, Form 4.5, with transparent tape, complete the information above the first double line of the form 4.5 and forward it with the Traffic Collision Report.

AMENDMENT: This Order amends Section 4/274.30 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- V. **ISSUANCE OF TRAFFIC CITATIONS BOOKS - REVISED.** Due to increased property-related work load demands, decreases in personnel staffing and implementation of the Automated Property Information Management System, it has become necessary to reassign the responsibility for control of personal service citation books from Valley Property Section (VPS) to Van Nuys Area and Valley Traffic Division (VTD).

Effective immediately, the responsibility for stocking, ordering, distributing and maintaining personal service

September 23, 1994

citations books for Van Nuys Area and VTD is transferred from VPS to Van Nuys Area and VTD, respectively.

AMENDMENTS: This Order amends Sections 2/450.31, 2/450.33, 3/202.10, and 3/202.20 of the Department Manual

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Valley Bureau, and the Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER (MMA) NO. 23

SEPTEMBER 23, 1994

SUBJECT: USE OF DEPARTMENT AIRCRAFT

PURPOSE: This Order defines administrative flights and establishes procedures for requesting the use of Department aircraft for administrative flights.

PROCEDURES:

- I. **ADMINISTRATIVE FLIGHTS - DEFINED.** Administrative flights are transportation flights provided to staff officers.
- II. **ADMINISTRATIVE FLIGHT REQUEST PROCEDURES.** The following procedures shall be used to request administrative flights:
 - * Administrative flights should be requested for major incidents that require a staff officer's presence when the time to respond to the location is of the essence and the regular use of a City vehicle would create a problem in facilitating a timely response.
 - * Requests for the use of Department aircraft for administrative flights shall be approved by the Commanding Officer, Operations-Headquarters Bureau or, in his or her absence, by the Commanding Officer, Uniformed Services Group. If neither is available, emergency requests shall be referred to the watch commander of Air Support Division.
 - * The Commanding Officer, Air Support Division, shall maintain a record of all administrative flights.

AMENDMENTS: This Order amends Section 4/299.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "M"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

SEPTEMBER 30, 1994

SUBJECT: VEHICLE IMPOUND NOTICE - ESTABLISHED

PURPOSE: Each year members of the Department impound numerous vehicles for violations of Section 22651 "O" (expired registration in excess of one year) and "P" (driving without a valid driver's license) of the California Vehicle Code. Due to the high volume of impounds Department-wide, many citizens contact community police stations either in person or by telephone to obtain information regarding the proper procedures for obtaining the release of their impounded vehicles. These numerous inquiries cause a drain on Department personnel who are assigned desk duties and delay officers in dealing with situations of a more urgent nature.

This Order establishes the Vehicle Impound Notice, Form 16.27.6, as a means of informing citizens of current vehicle impound release procedures which will assist them in expeditiously obtaining the release of their impounded vehicles. The activation of the Vehicle Impound Notice will eliminate unnecessary inquiries or trips to a Department facility and will prevent additional costs to citizens for extended periods of time that their vehicles may be impounded.

PROCEDURE:

I. VEHICLE IMPOUND NOTICE, FORM 16.27.6 - ACTIVATED.

- A. Use of Form.** This form is used to provide procedural information for obtaining the legal release of an impounded vehicle when it is impounded under Section 22651 (O) or (P) of the California Vehicle Code.
- B. Completion - General.** A separate notice shall be provided to the driver of each impounded vehicle. The person receiving the notice shall sign on the space provided on the form. If the person refuses to sign, the officer completing the form shall write "refused", followed by his/her initials on the signature line for the person receiving the notice.
- C. Distribution.**
 - 1 - Original, attached to the Vehicle Investigation, Form 3.7.
 - 1 - Copy, given to the driver of an impounded vehicle.
 - 2 - **TOTAL**

II. OFFICER'S RESPONSIBILITY. Officers impounding a motor vehicle pursuant to Section 22651 (O) or (P) of the California Vehicle Code shall complete and serve a copy of the Vehicle Impound Notice, Form 16.27.6, to the driver of the vehicle. Officers shall attach the original Vehicle Impound Notice to the Vehicle Investigation, Form 3.7. Additionally, officers shall inform the driver of the vehicle that:

- * The vehicle will be released only to the registered owner or a notarized agent;
- * To obtain a release for the vehicle, a valid driver's license and current vehicle registration must be produced at the time of release;
- * The registered owner or notarized agent must appear in person with the above documents at the specified police facility indicated on the reverse side of the Vehicle Impound Notice.

Note: If the registered owner is unlicensed but is accompanied by a licensed driver, the registered owner must produce a valid form of identification with **photo** to obtain the vehicle. Examples of acceptable forms of identification include, but are not limited to:

- * California Identification card;
- * Valid out-of-state identification card with a photo;
- * Federal immigration card (green);
- * Department of Justice identification card;
- * Passport with photo.

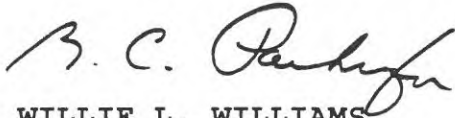
III. AREA RECORDS - RESPONSIBILITY. Area Records personnel shall ensure that a copy of the Vehicle Impound Notice, Form 16.27.6, is attached to each copy of the Vehicle Investigation, Form 3.7.

FORM AVAILABILITY: The Vehicle Impound Notice, Form 16.27.6, is now available for ordering from Supply Division. A copy of the form is attached for review.

AMENDMENTS: This Order adds Sections 4/222.51 and 5/16.27.6 to the Department Manual.

SEPTEMBER 30, 1994

AUDIT RESPONSIBILITY: All geographic bureau commanding officers shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read "W. L. Williams", is written over the typed name.

WILLIE L. WILLIAMS
Chief of Police

Attachments

DISTRIBUTION "A"

**Go to the community police station designated below
to obtain release.**

— **CENTRAL TRAFFIC**
251 E. 6th St.
Los Angeles, CA 90014

— **SOUTH TRAFFIC**
4125 S. Crenshaw Blvd.
Los Angeles, CA 90008

— **VALLEY TRAFFIC**
6240 Sylmar Ave.
Van Nuys, CA 91401

— **WEST TRAFFIC**
12312 Culver Blvd.
Los Angeles, CA 90066

— **CENTRAL**
251 E. 6th St.
Los Angeles, CA 90014

— **DEVONSHIRE**
10250 Etiwanda Ave.
Northridge, CA 91325

— **FOOTHILL**
12760 Osborne
Pacoima, CA 91331

— **HARBOR**
2175 John Gibson Blvd.
San Pedro, CA 90731

— **HOLLENBECK**
2111 E. 1st St.
Los Angeles, CA 90033

— **HOLLYWOOD**
1358 N. Wilcox Ave.
Los Angeles, CA 90028

— **NEWTON STREET**
1354 Newton St.
Los Angeles, CA 90021

— **NORTH HOLLYWOOD**
11480 Tiara St.
North Hollywood, CA 91601

— **NORTHEAST**
3353 San Fernando Rd.
Los Angeles, CA 90065

— **PACIFIC**
12312 Culver Blvd.
Los Angeles, CA 90066

— **RAMPART**
2710 W. Temple St.
Los Angeles, CA 90026

— **77TH STREET**
235 W. 77th St.
Los Angeles, CA 90003

— **SOUTHEAST**
145 W. 108th St.
Los Angeles, CA 90061

— **SOUTHWEST**
1546 W. Martin L. King Bl.
Los Angeles, CA 90062

— **VAN NUYS**
6240 Sylmar Ave.
Van Nuys, CA 91401

— **WEST LOS ANGELES**
1663 Butler Ave.
Los Angeles, CA 90025

— **WEST VALLEY**
19020 Vanowen
Reseda, CA 91335

— **WILSHIRE**
4861 W. Venice Blvd.
Los Angeles, CA 90019

LOS ANGELES POLICE DEPARTMENT

IMPOUND NOTICE

Your vehicle has been impounded under authority of Section 22651 of the California Vehicle Code.

The vehicle will be released **ONLY** to the REGISTERED OWNER or a NOTARIZED AGENT AFTER A VALID DRIVER'S LICENSE AND CURRENT VEHICLE REGISTRATION are presented **IN PERSON** at the police facility checked on the back of this notice.

NOTE: If the registered owner is unlicensed but is accompanied by a licensed driver, the registered owner must provide a valid form of I.D. with photo to obtain the vehicle. Vehicle registration information may be obtained at any office of the Department of Motor Vehicles.

NOTE: Do **NOT** go to the impound yard until release of the vehicle has been authorized. Impound yards are only open from 7 AM to 7 PM Monday through Friday.

DEPARTAMENTO DE POLICIA DE LOS ANGELES

AVISO DE DECOMISO

Su vehiculo ha sido decomisado bajo la autoridad de la Seccion numero 22651 delCodigo Vehicular del Estado de California.

El vehiculo sera entregado UNICAMENTE al propietario del registro del vehiculo o a una persona notarizada despues de haber presentado en persona una licencia de conductor valida tanto como el registro del vehiculo vigente, lo cual debera presentarse en una de las instalaciones de policia que se encuentra en el reverso de este aviso.

AVISO: Si el propietario del registro del vehiculo se encuentra sin licencia pero le acompaña otra persona con licencia valida, el propietario del registro del vehiculo debera aportar una forma valida de identificacion con fotografia para asi obtener el vehiculo.

Informacion del registro del vehiculo puede obtenerse en cualquiera de las oficinas del Departamento de Vehiculos Motorizados.

AVISO: No se presente al corralon hasta que la entrega del vehiculo hayasido autorizada. Las horas habiles de los corralones son de 7 AM a 7 PM de lunes a viernes.

Impound Officer: _____ Serial: _____ Div: _____

Date of Impound: _____ License: _____ Area of Impound: _____

Person Receiving Notice: **X** _____

LAPD 16.27.6 (8/94)

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

October 21, 1994

SUBJECT: INMATE MEDICAL SCREENING FORM, FORM 5.35 - REVISED

PURPOSE: Recent incidents have disclosed that some arrestees falsify their answers to officers during the medical screening process at the time of booking. This Order revises the Inmate Medical Screening Form, Form 5.35, to include an arrestee signature box to document acknowledgement of the answers to questions 1 through 5 contained on the top portion of the form.

PROCEDURE:

- I. OFFICERS - RESPONSIBILITIES.** In addition to existing procedures for completion of the Inmate Medical Screening Form, Form 5.35, officers shall have arrestees acknowledge questions 1 through 5 contained on the top portion of the form by requesting arrestees to sign in the box provided below the questions.

If an arrestee refuses to sign the form, officers shall write **"REFUSED"** followed by their initials in the arrestee signature box.

- II. DETENTION OFFICERS - RESPONSIBILITIES.** Detention officers shall review each Inmate Medical Screening Form, Form 5.35. If the word **"REFUSED"** is written across the arrestee signature box, the detention officer shall verify the refusal to sign with the arrestee. If an arrestee continues to refuse to sign the form, the detention officer shall initial the arrestee signature box next to the officer's initials.

FORM AVAILABILITY: The attached copy of the revised Inmate Medical Screening Form, Form 5.35, shall be duplicated as necessary. The revised form will be ready for ordering from Supply Division in 90 days.

MANUAL AMENDMENTS: This Order amends Section 4/648.03 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT
INMATE MEDICAL SCREENING FORM

ARRESTEE'S NAME LAST	FIRST	MI	DATE	TIME	BOOKING #	
<p>If yes to any of questions 1-4 and 6-8, contact Jail Division or Valley Jail Section dispensary for advice. (Contact may be telephonic.)</p>						
<p>1. Are you ill, injured, or in need of medication or medical attention?</p> <p>If Yes: Explain _____</p>					YES	NO
<p>2. Do you have or have you ever had:</p> <p style="padding-left: 150px;">TUBERCULOSIS?</p> <p style="padding-left: 150px;">VENEREAL DISEASE?</p> <p style="padding-left: 150px;">HEPATITIS?</p> <p style="padding-left: 150px;">A.I.D.S.?</p> <p>If Yes: When? _____</p>						
<p>3. Do you have any current medical problems:</p> <p style="padding-left: 150px;">DIABETES?</p> <p style="padding-left: 150px;">HEART TROUBLE?</p> <p style="padding-left: 150px;">EPILEPSY?</p> <p style="padding-left: 150px;">DRUG/ALCOHOL WITHDRAWAL?</p> <p>If Yes: Explain _____</p>						
<p>4. Are you presently taking medication?</p> <p>If Yes: What Type? _____</p>						
<p>5. Are you now or have you ever been a mental patient or under the care of psychiatrist or psychologist?</p> <p>If Yes: Explain _____</p>						
Female						
<p>6. Are you presently taking birth control medications? If yes: What type?</p>						
<p>7. Are you pregnant? If yes: How many months?</p>						
<p>8. Are you breast feeding?</p>						
<p>I acknowledge that the above information is correct.</p> <p>Arrestee's Signature: _____</p>						
OFFICER'S VISUAL OBSERVATION						
<p>1. Does the inmate's appearance or behavior suggest that his or her consciousness level is impaired? (Difficult to arouse, disorganized, confused, decreased breathing, increasing lethargy.) If yes, obtain immediate medical treatment.</p>					YES	NO
<p>2. Does the inmate have obvious symptoms suggesting the need for emergency care? (Bleeding, difficulty breathing, cold, clammy perspiration, muscular twitching, violent shaking, nausea and vomiting, convulsions.) If yes, obtain immediate medical treatment.</p>						
<p>3. Does the inmate appear to be under the influence of alcohol? (Uncoordination, speech disturbance, altered respirations, unsteadiness, desire to sleep, reddened eyes, or odor of alcoholic beverage on the breath.)</p>						
<p>4. Does the inmate appear to be under the influence of any other drug? (Anxiety, reduced activity, decreased breathing, difficult to arouse, reddened eyes, uncoordination, sleepiness.)</p>						
<p>5. Are there visible signs of alcohol/drug withdrawal? (Muscular twitching, tremors, convulsions, nausea and vomiting, profuse sweating, hallucinations, delusions, restlessness, anxiety, continuous yawning, irritation of respiratory passages evidenced by runny nose and tearing, increased breathing.) If yes, obtain medical treatment.</p>						
<p>6. Does the inmate's behavior suggest the risk of suicide? (Severe depression, sadness, withdrawal-silence, insomnia, mood variations, lethargy, history of previous suicide attempt.)</p>						
<p>7. Does the inmate's behavior suggest a mental disorder? (Disordered social behavior-violent, confusion and disorganization, hallucinations, profound depression, anxiety, irritability, compulsive repetition of small meaningless acts, suspiciousness, fear.)</p>						
<p>8. Do you suspect the inmate of having body or head lice? (Skin dry and shows signs of irritation, scratching behavior.)</p>						
<p>9. Is the inmate carrying medication or does the inmate report being on a medication that must be administered during any special time? If yes, contact jail dispensary for advice.</p>						
<p>10. Does the inmate appear developmentally disabled/ retarded?</p>						
<p>JAILER: If the answer to any question on this form is "yes," the jailer shall determine if the arrestee can be properly detained in the booking facility and ensure that any necessary special confinement or in-custody care is provided.</p>						
OFFICER COMPLETING FORM					SERIAL NO.	

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

OCTOBER 28, 1994

**SUBJECT: WRITING, SUPPLYING, AND REVIEWING INFORMATION FOR
PUBLICATION BY DEPARTMENT EMPLOYEES - REVISED**

PURPOSE: The task of policing a City as large and diverse as Los Angeles is a demanding one. The task demands innovative and state-of-the-art techniques and methods to address some of the most difficult crime problems faced by any police department in the nation. Through professional journals and publications, the Department communicates its creative and innovative responses to these challenges. All employees are encouraged to develop and submit appropriate articles for publication in professional journals. This Order streamlines the process of review and approval of articles to facilitate publication by Department personnel.

PROCEDURES:

- I. PUBLICATION BY DEPARTMENT EMPLOYEES - REVISED.** An employee who has prepared an article, manuscript, or other writing for publication which states or purports to state an official policy, procedure, position or technology used by the Los Angeles Police Department shall submit the publication for administrative review prior to agreeing to a publication due date.

Note: Employees writing as individuals, presenting their own personal position or viewpoint, are not required to submit their articles for administrative review. Only those articles, treatises, scripts, or writings which purport to state an official policy, procedure, or position of the Los Angeles Police Department need to be submitted for administrative review.

- II. PUBLICATION OF CONFIDENTIAL INFORMATION.** Department employees shall not publish or cause to be published any writing, paper, treatise, or article which would disclose any procedure, case, investigation, or other matter which is confidential. For the purpose of this section, confidential matters include, but are not limited to, the following:

- * Records that are exempted from disclosure under the California Public Records Act, Section 6254 of the Government Code.
- * Events, details, persons or circumstances of any investigation conducted by the Department, the disclosure of which would impair that investigation, future investigations, pending litigation, or the law enforcement activities of the Department.
- * Procedures, techniques, tactics, and methods used by the Department in the performance of its duties, the disclosure of which would impair the law enforcement activities of the Department.

III. EMPLOYEE'S RESPONSIBILITIES. Employees producing material for publication which purports to state an official policy, procedure, position or technology used by the Los Angeles Police Department, shall forward an Employee's Report, Form 15.7, to their commanding officer requesting review of the material. The following information shall be contained on the Form 15.7:

- * The name and address of the publisher or agency to receive the material.
- * The article, manuscript, or writing to be published.
- * When possible, a recent publication by the publisher or agency to receive the material.

IV. COMMANDING OFFICER'S RESPONSIBILITIES. The commanding officer shall review submitted material for publication. The commanding officer shall determine if the material meets any of the criteria which may necessitate further administrative review. When the commanding officer discovers factual errors or inconsistencies which may need to be reviewed by a subject expert, the commanding officer shall refer the employee to a Department subject matter expert for assistance. The commanding officer shall review the material and notify the employee of his or her findings within **five calendar days**.

A. Material Not Requiring Further Administrative Review.

When a commanding officer determines that further administrative review is not necessary, the material shall be returned to the employee for publication. The commanding officer shall make a notation on the Employee's Report, Form 15.7, indicating approval for publication.

B. Material Requiring Further Administrative Review.

When a commanding officer determines that further administrative review is necessary, the findings shall be documented on an Intradepartmental Correspondence, Form 15.2, within **five calendar days**. Two copies of the Form 15.2 and two copies of the Form 15.7 shall then be attached to the material and forwarded through channels to the Director, Office of Administrative Services (OAS). The material will be reviewed and, if appropriate, revisions will be suggested during its flow through the chain of command to ensure a quality product. The employee originating the material for publication shall be notified at the conclusion of the administrative review when any suggested revisions may alter or change the original direction or content of the materials.

OCTOBER 28, 1994

- V. **DIRECTOR, OFFICE OF ADMINISTRATIVE SERVICES, RESPONSIBILITIES.** The Director, Office of Administrative Services, shall review the submitted material for suitability and appropriateness. The Director shall then forward the material to the Chief of Police with a recommendation to approve or disapprove publication. The Chief of Police is the final authority on all publications, except for those recommending changes to existing policy or establishing new policy, which shall be forwarded to the Board of Police Commissioners for its review.

AMENDMENT: This Order amends Sections 3/779 and 3/779.25 of the Department Manual.

AUDIT RESPONSIBILITIES: In accordance with Department Manual Section 0/080.30, the Director, Office of Administrative Services, Chief of Staff, and all bureau commanding officers shall monitor compliance with this directive by entities assigned to their command.



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

NOVEMBER 4, 1994

SUBJECT: USE OF THE HIGH-RISK PRONE SEARCH

PURPOSE: All persons have a right to dignified treatment under the law and must be treated with as much tact and diplomacy as the situation will allow. No one may be deprived of his or her Constitutional or civil rights merely because they are suspected of having committed a crime.

As in all police-community contacts, the high-risk prone search must be employed and carried through within the spirit of Service Excellence. The purpose of this Order is to clarify Department policy on use of the high-risk prone search tactic and to codify that policy within the Department Manual. Further information on use of the high-risk prone search can be found in Training Bulletin, Volume XXVI Issue 6, Personal Searches, Part III, "High-Risk Prone Search".

POLICY: The Department has authorized the use of the high-risk prone search to ensure the safety of both officers and suspects. The high-risk prone search **shall only be used when the officer has a reasonable suspicion of a risk for serious injury to the officer and/or the public.**

Note: A "reasonable suspicion" can include an officer's observations of the suspect's activity, the suspect's demeanor during the stop or any other factor that clearly indicates the risk for serious injury. Any or all of these could give an officer a reasonable suspicion that a suspect might be armed. The justification for and extent of the search shall be based on current law applicable to searches.

The goal of any tactic, including search techniques, is to maintain control of the suspect while reducing the potential for violence. The use of the high-risk prone search tactic must be based on the totality of the circumstances that reasonably pose a threat to officers or bystanders. The high-risk prone search tactic shall not be used routinely or as an instrument of intimidation. Officers will be held accountable for the judicious use of discretion in the application of this tactic. Additionally, officers shall be held responsible for explaining to involved parties why this tactic was used.

PROCEDURE:

- I. **OFFICER-RESPONSIBILITIES.** When the high-risk prone search is used, the officer **shall** explain the reason for its use to the involved parties. If the officer is unsuccessful in convincing the parties that the search tactic was necessary and appropriate, the officer shall request that a supervisor respond to the scene.

NOVEMBER 4, 1994

- II. **SUPERVISOR-RESPONSIBILITY.** When requested to respond to an incident where the high-risk prone search has been used, supervisors shall determine whether use of the search tactic was appropriate and assist the officer in making proper explanation to the involved parties. The incident shall then be fully documented.

AMENDMENTS: This Order adds Sections 1/574 and 4/243 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30



WILLIE L. WILLIAMS
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

DECEMBER 9, 1994

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions and revisions to the Department Manual.

PROCEDURE:

- I. USE OF BOOKED FIREARMS IN STING OPERATIONS.** The following procedures apply for the temporary use of booked firearms in sting operations or for other specific investigative purposes. Department Manual Section 4/585 outlines procedures for the retention and use of contraband; Manual Section 4/543.20 outlines procedures for the retention and use of narcotics; and Manual Section 4/580 delineates general procedures for the retention and use of all other items. These sections remain valid. The following procedures apply for the temporary use of firearms only.

When firearms are needed for use in sting operations or other special investigative purposes, the following procedures apply.

- A. Requesting Entity - Responsibilities.** The commanding officer of the requesting entity shall submit an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Property Division, containing the following information:

- * Reason for the request, such as a sting operation or other specific investigative purpose;

Note: If the firearm is to be used for a sting operation, include a general description of the operation.

- * Specific type, make, and caliber needed;
- * Number of firearms; and
- * Anticipated duration of use.

- B. Property Division - Responsibilities.** Upon receipt of a Form 15.2 requesting firearms for use as listed above, the Commanding Officer, Property Division shall:

- * Review and approve or disapprove the request;
- * If the request is approved, locate firearms eligible for the requested use;

Note: Firearms are eligible for use in sting operations, etc., when they no longer have evidentiary value, an owner cannot be located or is otherwise ineligible to retrieve that particular

firearm, and the firearm has been authorized for disposal.

- * Contact the commanding officer of the requesting entity and arrange for the withdrawal and return of the requested firearm(s); and
- * If the request is denied, a Form 15.2 shall be sent to the commanding officer of the requesting entity explaining the reason(s) for the denial.

AMENDMENTS: This Order adds Manual Sections 4/590 and 4/590.10 to the Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. CIVIL SERVICE EXAMINATION INTERVIEWER RESPONSIBILITIES - REVISED. Department employees are periodically selected to participate as interviewers on civil service examination boards. In order to ensure the integrity of the examination process, those selected employees must strictly adhere to the rules and testing procedures set forth by the Police and Fire Selection Division, Personnel Department.

The Police and Fire Selection Division, Personnel Department, admonishes interviewers in all City examinations that they are not to discuss rating criteria, scores, or candidates outside the interview room. Additionally, candidates in all civil service exams are admonished in writing that any attempt to contact an interviewer before or after the interview is grounds for disqualification.

Currently, Department Manual Section 3/768.05 is in conflict with the Police and Fire Selection Division procedure. To eliminate this conflict, this Order clarifies the responsibilities of an interviewer on all civil service examination oral boards.

Effective immediately, an employee selected to be an interviewer on any civil service examination shall not discuss specific rating factors, candidates, or scores, before or after the interview, with anyone outside the interview room.

An employee selected as an interviewer will not be prohibited from assisting with promotional seminars, participating in promotion motivated career counseling sessions, or from teaching in-service training which provides for the enhancement of another employee's promotability, as long as the disseminated information remains general in nature.

Note: The Department considers any matters discussed during a civil service interview to be strictly confidential and any violation of this confidentiality is considered serious unethical conduct.

AMENDMENTS: This Order amends Section 3/768.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Group, shall monitor this directive in accordance with Department Manual Section 0/080.30.

III. FACSIMILE SEARCH WARRANT PROCEDURES. Department Manual Section 4/742.60 specifies the procedure to be used when requesting telephonic search warrants. Effective January 1, 1994, Section 1526(b)(2) of the Penal Code provides for the request and issuance of search warrants via telephone and facsimile transmission equipment. This Order establishes procedures to obtain search warrants via facsimile equipment and updates current telephonic search warrant procedures.

As an alternative to obtaining a search warrant solely by telephonic means, an officer may obtain a search warrant by use of a telephone and facsimile machine. The Los Angeles County District Attorney's "By Facsimile" search warrant form shall be used when the facsimile search warrant procedure is employed. An officer requesting a facsimile search warrant shall contact a magistrate by using standard telephonic search warrant guidelines and shall adhere to the following procedures:

- * Upon instruction from the magistrate, the investigating officer shall transmit by facsimile machine the search warrant and all supporting documents, including the officer's sworn affidavit in support of the search warrant, to the magistrate.
- * The officer shall confirm receipt of the documents by the magistrate.
- * Upon administration of the oath, the officer shall relate to the magistrate all the facts which substantiate the need for a facsimile search warrant. The officer shall then answer any additional questions asked by the magistrate.
- * Upon receipt of the signed warrant facsimile and authorization from the magistrate, the officer shall write "duplicate original" on the signed facsimile.
- * The investigating officer shall obliterate the magistrate's facsimile number from all documents prior to serving the warrant.
- * The duplicate original warrant and the original warrant with all supporting documents shall be returned by personal service to the issuing magistrate within the statutory time limit.

DECEMBER 9, 1994


personal service to the issuing magistrate within the statutory time limit.

Note: A facsimile search warrant requested by an officer assigned to a non-investigative position shall be reviewed by the officer's immediate supervisor for accuracy, legibility, and compliance with all mandated procedures and guidelines. The supervisor shall also verify that the issuing magistrate's facsimile number has been obliterated from all documents received by the officer prior to service of the warrant.

FORM AVAILABILITY: A copy of the "By Facsimile" search warrant form from the Los Angeles County District Attorney's Search Warrant Manual is attached for duplication, as needed.

AMENDMENTS: This Order amends section 4/742.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/80.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

DECEMBER 30, 1994

SUBJECT: DISCLOSURE STATEMENT - REVISED

PURPOSE: Recent discussions with the City and District Attorney's personnel have identified a need to revise Department procedures relating to use of the Disclosure Statement, Form 5.02.9. It was discovered that all officers involved in the investigation leading to an arrest were signing the Disclosure Statement, when the only officers who should sign the Disclosure Statement are the officers completing the related reports. Although only the officers completing the arrest reports are required to sign the Disclosure Statement, it is critical that all involved officers and witnesses be identified in the arrest report to ensure successful prosecution of the case. If an officer or witness is not identified, he/she may be excluded from testifying because his/her identity was not disclosed to the defense under discovery. Valuable testimony and evidence can be lost by the simple omission of a name in the arrest report. Further, the case may be temporarily rejected, causing the release of arrestees from custody until the identity of other witnesses can be obtained. This Order revises the Disclosure Statement and the procedures for its completion and distribution.

PROCEDURE:

I. DISCLOSURE STATEMENT, FORM 5.02.9, RETITLED. The Disclosure Statement, Form 5.02.9, has been retitled **City Attorney Disclosure Statement**.

- A. Use of Form.** This form is used to provide discovery information on cases handled by the City Attorney, including those arrests made by outside agencies.
- B. Completion.** Officers shall complete a City Attorney Disclosure Statement for **every adult arrest report completed, both felony and misdemeanor**.
- C. Distribution.** The Disclosure Statement shall no longer be distributed as a page of the arrest report.

Felony Arrests.

- 1 - Original, attached (not stapled) to the copies of the arrest report distributed to detectives.

Misdemeanor Arrests.

- 1 - Original, attached (not stapled) to the original arrest report to be filed at Records and Identification Division.

- 1 - Copy, attached (not stapled) to the file copy of the arrest report retained at the Area/division records unit.
- 4 - Copies, attached (not stapled) to the copies of the arrest report submitted to the complaint detail.
- 6 - Total

II. OFFICERS' RESPONSIBILITIES. Officers shall complete a City Attorney Disclosure Statement for **every adult felony and misdemeanor arrest report completed.** *Only the officers completing the arrest report shall sign the City Attorney Disclosure Statement.* Other officers involved in the arrest shall be listed in the report narrative.

Note: Mere presence at the scene of an incident does not require the listing of an officer's name. An involved officer is one who can offer substantive testimony regarding the matters specified in the Disclosure Statement. If there is any doubt as to whether or not an officer or any other witness should be listed in the report, they should always be listed.

The Disclosure Statement shall be attached (not stapled) to the arrest report; however, **it shall not be a page of the arrest report.**

Officers completing the Disclosure Statement **shall not** alter or modify the form **in any way.**

III. SUPERVISORS' RESPONSIBILITIES. Supervisors shall ensure that a City Attorney Disclosure Statement is signed and attached (not stapled) to all arrest reports, and that the Disclosure Statement has not been altered or modified in any way.

IV. DETECTIVES' RESPONSIBILITIES. When detectives receive a felony arrest report, they shall keep the Disclosure Statement in the Detective's Case Envelope, Form 15.15, or other appropriate case envelope.

Note: The City Attorney Disclosure Statement shall not be included in reports presented to the District Attorney for felony filings.

If the arrest is for a felony, but at the time of filing the District Attorney refers the case to the City Attorney or the case is otherwise reduced to misdemeanor status, the detective shall remove the Disclosure Statement from the case envelope and submit it with the arrest report to the City Attorney for filing.

FORM AVAILABILITY: The City Attorney Disclosure Statement, Form 5.02.9, will be available at Supply Division in 90 days. The attached Form 5.02.9 shall be duplicated for use until the revised form is available.

MANUAL AMENDMENTS: This Order amends Sections 4/203.12 and 5/5.02.9 of the Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIE L. WILLIAMS
Chief of Police

Attachment

DISTRIBUTION "A"

CITY ATTORNEY DISCLOSURE STATEMENT

OFFICERS – FORM TO BE COMPLETED ON ALL FELONY AND MISDEMEANOR ARRESTS

DETECTIVES – FORM TO BE FILED WITH CITY ATTORNEY ONLY

Los Angeles Police Department

TYPE OF REPORT	BOOKING NO.	DR NO.
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1. All currently existing reports (except personnel investigations) connected to this investigation, including crime, property, arrest, schematic, refusal, follow-up, etc., including those of other suspects, are cross-referenced in this report.
2. The names, assignments, serial numbers, and work phone numbers of all officers who saw, heard or otherwise perceived (1) any events leading to or involving the commission of the crime; (2) any arrest and/or search made in connection with the crime; (3) any statement of a suspect or witness; (4) any test performed at the scene (e.g., FST, scientific); (5) any intoxication or impairment of a suspect or witness; and/or (6) any facts necessary for probable cause for a warrant, search or detention, are listed in the report. Also listed in the report are the names, business and/or home addresses, business and/or home phone numbers of all civilian witnesses (except confidential informants) who provided information (whether incriminating or exonerating) as to any of the above listed categories.
3. All known oral statements made by any suspect or witness concerning the offense are included in a referenced report.
4. Copies of all original officer notes relating to statements of suspects or witnesses are attached.
5. All items of evidence seized, photographs (except booking), audio and video tape recordings (except Communications Division records) are mentioned in one of the referenced reports.
6. If any of the above items have been lost or destroyed, this fact is mentioned in a referenced report.
7. Any known fact which might indicate innocence of this crime or which might be substantial material evidence favorable to any suspect or which might damage the believability of a prosecution witness is mentioned in a referenced report.

All of the above statements are true.

SIGNATURE	SERIAL #	DIVISION OF ASSIGNMENT	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

